

BASIC  
PUBLICATION

**OIML B 6-1**

Edition 2023 (E)

---

Directives for OIML technical work.

Part 1: Structures and procedures for the  
development of OIML publications

Directives pour les travaux techniques de l'OIML.

Partie 1: Structures et procédures pour le développement  
des publications de l'OIML

---





# Contents

<b>Foreword</b> .....		<b>5</b>
<b>1</b>	<b>Scope</b> .....	<b>6</b>
<b>2</b>	<b>Introduction</b> .....	<b>6</b>
2.1	Relationship between the OIML and the World Trade Organization.....	6
2.2	OIML technical work.....	7
<b>3</b>	<b>Terms and abbreviations</b> .....	<b>7</b>
<b>4</b>	<b>Categories of OIML technical publications</b> .....	<b>9</b>
4.1	General.....	9
4.2	International Recommendation (R) .....	9
4.3	International Document (D).....	9
4.4	Vocabulary (V).....	10
4.5	Guide (G).....	10
4.6	Expert Report (E).....	10
4.7	Seminar Report (S).....	10
<b>5</b>	<b>OIML structures and their roles and responsibilities in OIML technical work</b> .....	<b>11</b>
5.1	General.....	11
5.2	International Conference on Legal Metrology.....	11
5.3	International Committee of Legal Metrology .....	11
5.4	CIML President.....	11
5.5	Presidential Council.....	12
5.6	CIML Member.....	12
5.7	CIML Member Assignee .....	12
5.8	Corresponding Member Representative .....	12
5.9	Liaison organisation officer .....	13
5.10	International Bureau of Legal Metrology (BIML) .....	13
5.11	Technical Committees (TCs) and Subcommittees (SCs).....	14
5.12	Project Groups (PG) of a Technical Committee or Subcommittee.....	14
<b>6</b>	<b>Operation of Technical Committees (TCs), Subcommittees (SCs) and Project Groups (PGs)</b> .....	<b>16</b>
6.1	Establishing TCs and SCs.....	16
6.2	Composition of TCs and SCs.....	17
6.3	Project proposal and approval .....	17
6.4	Establishing a PG.....	18
6.5	Composition of a PG .....	19
6.6	Terms of reference for TCs, SCs and PGs .....	20
6.7	Obligations of P-members .....	20
6.8	TC and SC secretaries and PG conveners.....	20
6.9	Communication .....	21
6.10	Meetings .....	22
6.11	Decisions of TCs, SCs and PGs.....	23
6.12	Time frames for PGs.....	24
6.13	Numbering of documents .....	24
6.14	Disbanding TCs and SCs.....	24
6.15	Disbanding PGs .....	25
<b>7</b>	<b>Development of a publication</b> .....	<b>25</b>
7.1	General.....	25
7.2	Project proposal .....	26
7.3	OIML Recommendations .....	26
7.4	Working Draft (WD).....	27

---

7.5	Committee Draft (CD).....	27
7.6	CIML preliminary ballot.....	30
7.7	Final Draft publication.....	31
7.8	Approval and sanction.....	32
7.9	Publication.....	34
7.10	Final actions.....	34
7.11	Amendments to publications.....	34
7.12	Periodic review.....	35
7.13	Updates to publications.....	36
<b>8</b>	<b>Reporting on progress.....</b>	<b>37</b>
<b>9</b>	<b>Appeals.....</b>	<b>37</b>
<b>Annex A Procedure flowcharts .....</b>		<b>38</b>
Annex A.1	Establishment of a new TC or SC (6.1).....	39
Annex A.2	Project proposal, approval and establishing the PG (6.3 and 6.4).....	40
Annex A.3	Project development (7.4 and 7.5) (1).....	41
Annex A.3	Project development (7.4 and 7.5) (2).....	42
Annex A.3	Project development (7.4 and 7.5) (3).....	43
Annex A.4	CIML ballot of OIML publications (7.6).....	44
Annex A.5	CIML approval of OIML publications (7.7 and 7.8).....	45
Annex A.6	Summary of rules for the CIML approval of OIML publications (7.8.1).....	46
Annex A.7	Time frame for the development of a project (6.12).....	47
Annex A.8	Periodic review procedure (7.12).....	48
<b>Annex B Summary of voting rules at different levels of OIML technical work.....</b>		<b>49</b>
<b>Annex C Model forms.....</b>		<b>51</b>
Annex C.1	Proposal for a new Technical Committee or Subcommittee.....	52
Annex C.2	Proposal for a new project.....	53
Annex C.3	Comments template.....	54
Annex C.4	PG convener annual report template.....	55
<b>Annex D CIML Resolution relating to Basic Publications.....</b>		<b>56</b>
<b>Annex E Bibliography .....</b>		<b>57</b>

## Foreword

The International Organisation of Legal Metrology (OIML) is a worldwide, intergovernmental organisation whose primary aim is to harmonise the regulations and metrological controls applied by the national metrological services, or related organisations, of its Member States. The main categories of OIML publications are:

- **International Recommendations (OIML R)**, which are model regulations that establish the metrological characteristics required of certain measuring instruments and which specify methods and equipment for checking their conformity. OIML Member States shall implement these Recommendations to the greatest possible extent;
- **International Documents (OIML D)**, which are informative in nature and which are intended to harmonise and improve work in the field of legal metrology;
- **International Guides (OIML G)**, which are also informative in nature and which are intended to give guidelines for the application of certain requirements to legal metrology; and
- **International Basic Publications (OIML B)**, which define the operating rules of the various OIML structures and systems.

OIML Draft Recommendations, Documents and Guides are developed by Project Groups linked to Technical Committees or Subcommittees, which comprise representatives from OIML Member States. Certain international and regional institutions also participate on a consultation basis. Cooperative agreements have been established between the OIML and certain institutions, such as ISO and the IEC, with the objective of avoiding contradictory requirements. Consequently, manufacturers and users of measuring instruments, test laboratories, etc. may simultaneously apply OIML publications and those of other institutions.

International Recommendations, Documents, Guides and Basic Publications are published in English (E) and translated into French (F) and are subject to periodic revision.

Additionally, the OIML publishes or participates in the publication of **Vocabularies (OIML V)** and periodically commissions legal metrology experts to write **Expert Reports (OIML E)**. Expert Reports are intended to provide information and advice, and are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus, they do not necessarily represent the views of the OIML.

This publication – reference OIML B 6-1, edition 2023 (E) – was developed by Project Group p 3 of the Technical Subcommittee TC 0/SC 3 (BIML). It was approved for final publication by the International Committee of Legal Metrology at its 58th meeting in October 2023. It replaces the previous edition dated 2019.

OIML Publications may be downloaded from the OIML web site in the form of PDF files. Additional information on OIML Publications may be obtained from the Organisation's headquarters:

Bureau International de Métrologie Légale  
11, rue Turgot - 75009 Paris - France  
Telephone: 33 (0)1 48 78 12 82  
Fax: 33 (0)1 42 82 17 27  
E-mail: [biml@oiml.org](mailto:biml@oiml.org)  
Internet: [www.oiml.org](http://www.oiml.org)

## 1 Scope

1.1 Part 1 of these Directives (this publication) describes the responsibilities of the various bodies in OIML technical work and the procedures that they shall apply in the development of OIML technical publications, which include International Recommendations (R) and International Documents (D) (clause 4).

1.2 The category of OIML publications known as “Basic Publications” (B), which set out the general operating rules of the Organisation, are not regarded as representing technical work. Therefore, the rules set out in these Directives shall only apply to the development, update, revision or amendment of Basic Publications if the CIML so decides for a particular Basic Publication – see Annex D.

1.3 The categories of OIML technical publications known as Vocabularies (V), Guides (G), Expert Reports (E) and Seminar Reports (S) follow alternative procedures than those in these Directives. These procedures shall be defined by the CIML when the respective work projects are approved.

1.4 The OIML Bulletin and other information-type leaflets are published by the OIML, but are not covered by these Directives.

## 2 Introduction

### 2.1 Relationship between the OIML and the World Trade Organization

The OIML is an “international standards-setting organisation” in the terms of the World Trade Organization’s Technical Barriers to Trade Agreement (WTO TBT Agreement<sup>1</sup>). The OIML attends TBT Committee meetings as an observer.

One category of the OIML’s publications, OIML Recommendations, which are intended to be used as models for establishing national legal metrology legislation, are considered as international standards in the context of the TBT Agreement. Article 2 of this Agreement, which considers the preparation, adoption and application of technical regulations by central government bodies, states:

*“2.4 Where technical regulations are required and relevant international standards exist or their completion is imminent, Members shall use them, or the relevant parts of them, as a basis for their technical regulations except when such international standards or relevant parts would be an ineffective or inappropriate means for the fulfillment of the legitimate objectives pursued, for instance because of fundamental climatic or geographical factors, or fundamental technological problems.”*

This implies that all WTO Members should consider using relevant OIML Recommendations as the basis for their legal metrology legislation. A similar provision in Article 3 then encourages WTO Members to apply this requirement to local government bodies and to non-governmental bodies.

Article 2 of the TBT Agreement even encourages WTO Members to participate in appropriate parts of the work of international standards-setting organisations such as the OIML:

*“2.6 With a view to harmonizing technical regulations on as wide a basis as possible, Members shall play a full part, within the limits of their resources, in the preparation by appropriate international standardizing bodies of international standards for products for which they either have adopted, or expect to adopt, technical regulations.”*

---

<sup>1</sup> [https://www.wto.org/english/docs\\_e/legal\\_e/17-tbt\\_e.htm](https://www.wto.org/english/docs_e/legal_e/17-tbt_e.htm)

Annex 3 of the TBT Agreement is a *Code of good practice for the preparation, adoption and application of standards*. This annex actually applies to national standards bodies, but overall, the technical work of the OIML also complies with its aims:

- participation in the work is open to all OIML Member States and Corresponding Members;
- OIML publications aim to help reduce technical barriers to trade;
- relevant existing international standards are taken into account in deciding whether the OIML should work on a particular subject, and OIML Technical Committees and Subcommittees have to take these into account in their work so as not to produce contradictory requirements;
- the OIML liaises with other international standards-setting bodies to avoid incompatible standards;
- OIML requirements are based, as far as possible, on an instrument's performance, not on its design so as not to limit technical innovation;
- the progress of all OIML work is publicly available on its website;
- most OIML publications are subject to a three-month voting and commenting period by all Member States. The technical work process tries to take into account all points of view as far as possible so as to produce publications which are as consensual as possible;
- final versions of all OIML publications are made available free of charge on the OIML website as soon as possible after they have been approved. Final drafts are also available.

## 2.2 OIML technical work

2.2.1 OIML technical work, and the development of OIML technical publications, is the responsibility of Technical Committees (TC) and Subcommittees (SC). TCs cover broad domains of legal metrology such as mass measurement, volume measurement, length measurement, etc., whereas SCs cover more specific topics. For example, within the TC responsible for mass measurement, there are a number of SCs covering non-automatic weighing instruments, automatic weighing instruments, weights, and densities. The role and composition of TCs and SCs are described in 5.11 and 6.2 respectively.

2.2.2 A TC or SC may be responsible for one or more OIML publications, each of which is developed or revised by an individual Project Group (PG) within the TC or SC. TCs and SCs are permanent structures whereas a PG is temporary and only exists for the duration of the project to develop, revise or update an OIML publication. The role and composition of a PG are described in 5.12 and 6.5 respectively.

## 3 Terms and abbreviations

The following terms and abbreviations are used in this publication.

BIML	International Bureau of Legal Metrology/ Bureau International de Métrologie Légale
CD	Committee Draft (developed by OIML Project Groups) of a new, updated or revised OIML publication
CIML	International Committee of Legal Metrology/ Comité International de Métrologie Légale

CIML approval	Approval of a new project, TC, SC, or Final Draft publication, either at a CIML meeting or between CIML meetings (the latter is also called “direct CIML online approval”)
CIML preliminary ballot	<p>Ballot among CIML Members to seek their opinions on a Draft Publication which has been approved by a PG, and before a Final Draft is put forward for approval by the CIML</p> <p>The CIML preliminary ballot serves two purposes: for all CIML Members to have the opportunity to vote and comment on a Draft Publication developed by a PG, and for the PG convener to receive information from CIML Members about the general acceptability of the Draft Publication before it becomes a Final Draft Publication</p>
DD/DR/DV	Draft Document/Draft Recommendation/Draft Vocabulary: draft publication which has been approved by the Project Group which developed it, but which has not yet passed the CIML preliminary ballot
FDD/FDR/FDV	Final Draft Document/Final Draft Recommendation/Final Draft Vocabulary: final draft publication which has passed the CIML preliminary ballot, but which has not yet been approved by the CIML
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
O-member	Observing member of an OIML Technical Committee, Subcommittee or Project Group
OIML	International Organization of Legal Metrology/ Organisation Internationale de Métrologie Légale
OIML-CS	OIML Certification System
P-member	Participating member of an OIML Technical Committee, Subcommittee or Project Group
PG	Project Group (of an OIML Technical Committee or Subcommittee)
SC	Subcommittee (of an OIML Technical Committee)
TBT	Technical Barriers to Trade
TC	OIML Technical Committee
ToR	Terms of Reference
	<ul style="list-style-type: none"><li>• For a TC/SC, the ToR explain the scope of the TC/SC’s responsibilities (for example the types of instruments to be covered).</li><li>• For a project, the ToR contain a detailed description of the scope of the project including which kind of OIML publication is to be developed, updated or revised, and where applicable, the type of instrument, application, etc. to be covered. It shall also specify the expected time frame for the project.</li></ul>
WD	Working Draft (developed by OIML Project Groups) of a new, updated or revised OIML publication
WTO	World Trade Organization



## 4 Categories of OIML technical publications

### 4.1 General

4.1.1 The types of technical publications listed in 4.2 to 4.7 are produced by the OIML. The way in which these Directives apply to their development is detailed below.

4.1.2 Any of these technical publications may also be developed by the OIML in conjunction with other Organisation(s). However, consideration should be given to the problems that may be encountered due to, for example, differences in publication revision cycles and approval procedures.

4.1.3 An example of a jointly developed publication is OIML V 2-200 [1], which was developed by the Joint Committee for Guides in Metrology (JCGM). The JCGM member organisations are the International Bureau of Weights and Measures (BIPM), the International Electrotechnical Commission (IEC), the International Federation of Clinical Chemistry and Laboratory Medicine (IFCC), the International Laboratory Accreditation Cooperation (ILAC), the International Organization for Standardization (ISO), the International Union of Pure and Applied Chemistry (IUPAC), the International Union of Pure and Applied Physics (IUPAP), and the International Organization of Legal Metrology (OIML).

### 4.2 International Recommendation (R)

An International Recommendation is intended as a harmonised model for technical regulation which Member States have a moral obligation to consider, and follow as far as possible, when setting up national or regional legal metrology regulations (see OIML B 1 [2], Article VIII).

An International Recommendation is

- a) developed according to the procedures in these Directives,
- b) developed by a PG of a TC or SC,
- c) approved by the CIML, and
- d) included in the report on technical activities sanctioned by the OIML Conference.

### 4.3 International Document (D)

4.3.1 An International Document is intended to either

- a) provide technical advice and guidance on aspects of legal metrology (e.g. OIML D 1 [3]),
- b) provide guidance for the application of documentary standards to legal metrology (e.g. OIML D 30 [4]),
- c) establish technical requirements that are common to more than one Recommendation (e.g. OIML D 11 [5]), or
- d) establish technical requirements for measuring instruments that may not be subject to regulation (e.g. OIML D 24 [6]).

4.3.2 An International Document is

- a) developed according to the procedures in these Directives,
- b) developed by a PG of a TC or SC,
- c) approved by the CIML, and
- d) included in the report on technical activities sanctioned by the OIML Conference.

#### **4.4 Vocabulary (V)**

A Vocabulary is a harmonised list of terms and their definitions which should be used as far as possible in all other OIML publications. A Vocabulary is

- a) developed according to procedures defined by the CIML on a case-by-case basis,
- b) developed by a PG of a TC or SC, or by a committee which is not part of the OIML's technical structure, but in which the OIML participates,
- c) approved by the CIML, and
- d) included in the report on technical activities sanctioned by the OIML Conference.

#### **4.5 Guide (G)**

A Guide is intended as an informative publication to give advice on "best practice" regarding a legal metrology topic or category of measuring instrument. A Guide is

- a) developed according to procedures defined by the CIML on a case-by-case basis,
- b) developed by the BIML, by a PG of a TC or SC, or by an ad-hoc working group,
- c) approved by the CIML President, and
- d) not included in the report on technical activities sanctioned by the OIML Conference.

#### **4.6 Expert Report (E)**

An Expert Report is intended to provide information and advice to metrological authorities. An Expert Report is commissioned by the CIML President or by the BIML Director, or proposed by an author. It is written solely from the viewpoint of its author, without the involvement of a TC or SC, nor that of the CIML. Thus, an Expert Report does not necessarily represent the views of the OIML. An Expert Report is

- a) not covered by these Directives,
- b) developed by experts,
- c) approved by the CIML President or BIML Director, and
- d) not included in the report on technical activities sanctioned by the OIML Conference.

A disclaimer shall be provided in all Expert Reports stating that the report does not necessarily represent the views of the OIML.

#### **4.7 Seminar Report (S)**

A Seminar Report is intended to provide a record (e.g. proceedings and presentations) of a seminar organised under the auspices of the OIML. A Seminar Report is

- a) not covered by these Directives,
- b) developed by the BIML or seminar organisers,
- c) approved by the BIML Director, and
- d) not included in the report on technical activities sanctioned by the OIML Conference.

## **5 OIML structures and their roles and responsibilities in OIML technical work**

### **5.1 General**

The OIML bodies involved in the development of publications, and their roles and responsibilities are explained below. More detail on some of these roles and how they apply in particular procedures can be found later in these Directives.

### **5.2 International Conference on Legal Metrology**

The International Conference on Legal Metrology (“The Conference”) is the highest-level body of the OIML. Its meetings are attended by official representatives of OIML Member States. It usually meets once every four years and deals mainly with the financial and policy issues of the OIML. Its responsibilities in the OIML’s technical work are

- a) considering and sanctioning the report on technical activities from the CIML, and
- b) “recommending internationally” (sanctioning) the use of OIML publications approved by the CIML (see OIML B 1 [2], Article I (7)).

### **5.3 International Committee of Legal Metrology**

The International Committee of Legal Metrology (CIML) is the working body of the Conference. It consists of one designated representative from each Member State, referred to as the CIML Member (see 5.6). Its responsibilities in the OIML’s technical work are

- a) approving the long-term strategy and programming of the OIML’s technical work,
- b) establishing and disbanding TCs and SCs,
- c) allocating initial TC and SC secretariats,
- d) allocating initial PG convenerships,
- e) approving technical work projects, whether these are for new publications or to revise or update existing ones,
- f) approving the Terms of Reference (ToR) and work programs for TCs and SCs,
- g) considering and approving the report on technical activities from the Presidential Council and the BIML and taking any appropriate actions,
- h) approving certain categories of OIML publications (see 4),
- i) approving the Directives for OIML technical work (this publication and OIML B 6-2 [7]),
- j) considering and approving the Presidential Council’s proposals for alternative resources if adequate project progress is not being made, and
- k) deciding on appeals and dealing with any internal or external conflicts not already settled by a TC or SC or by the CIML President.

### **5.4 CIML President**

In the OIML’s technical work, the CIML President is responsible for

- a) promoting consistency and resolving conflicts between and within TCs, SCs and PGs,
- b) taking part in the resolution of appeals as necessary, and
- c) approving OIML Guides (see 4.5) and Expert Reports (see 4.6).

## **5.5 Presidential Council**

In the OIML's technical work, the Presidential Council (see OIML B 16 [8]) is responsible for

- a) supervising the long-term programming of OIML technical work, identifying priorities, high priority projects and publications, and reporting on these to the CIML,
- b) reviewing the ToR and work programs for TCs and SCs submitted for CIML approval,
- c) reviewing the progress of TCs, SCs and PGs in relation to their ToR and work programs,
- d) trying to identify alternative resources if adequate project progress is not being made and proposing appropriate actions to the CIML, and
- e) reporting to the CIML on all OIML technical work (with the BIML).

## **5.6 CIML Member**

In the OIML's technical work, a CIML Member is responsible for

- a) proposing new projects,
- b) deciding on their country's membership status (either as a P-member or an O-member) in TCs, SCs and PGs,
- c) appointing a Main Contact with voting authority, as well as other Contacts without voting authority, for each TC, SC and PG of which their country is a P-member (see 6.2.1b) and 6.5.1b)),
- d) appointing a Main Contact without voting authority but with the authority to provide comments and other Contacts for each TC, SC and PG of which their country is an O-member (see 6.2.1c) and 6.5.1c)),
- e) keeping up to date the names and contact information for their country's Main Contacts and Contacts registered for each TC, SC and PG on the OIML website,
- f) voting on publications presented for CIML preliminary ballot and approval, and
- g) promoting OIML technical work within their country.

*Note:* A country may have different Main Contacts and Contacts in each TC, SC or PG.

## **5.7 CIML Member Assignee**

The responsibilities of the CIML Member listed in 5.6 may be delegated to one or more Assignees designated by the CIML Member. The number of Assignees and which responsibilities are delegated are a matter of national policy.

*Note:* An Assignee cannot designate other Assignees.

## **5.8 Corresponding Member Representative**

In the OIML's technical work, a Corresponding Member Representative is responsible for

- a) deciding on their country's or economy's participation (as an O-member) in TCs, SCs and PGs,
- b) appointing a Main Contact and other Contacts for each TC, SC and PG of which their country or economy is an O-member (see 6.2.1c) and 6.5.1c)),
- c) keeping up to date the names and contact information for their country's or economy's Main Contacts and Contacts registered for each TC, SC and PG on the OIML website, and

- d) promoting OIML technical work within their country or economy.

*Note:* A country or economy may have different Main Contacts and Contacts in each TC, SC or PG.

### **5.9 Liaison organisation officer**

Organisations in liaison with the OIML can participate, without voting rights, in the OIML's technical work. In the OIML's technical work, a liaison organisation officer is responsible for

- a) deciding on their organisation's participation (as an O-member) in TCs, SCs and PGs,
- b) appointing a Main Contact and other Contacts for each TC, SC and PG of which their organisation is a liaison (see 6.2.1d) and 6.5.1d)),
- c) keeping up to date the names and contact information for their organisation's Main Contacts and Contacts registered for each TC, SC and PG, and
- d) promoting OIML technical work within their organisation.

*Note 1:* A liaison organisation may have different Main Contacts and Contacts in each TC, SC or PG.

*Note 2:* The representative shall notify the BIML of the intention of their organisation to participate in TCs, SCs and PGs, and the names and contact information for their organisation's Main Contacts and Contacts. The BIML is responsible for maintaining this information for each TC, SC and PG on behalf of the liaison organisation.

### **5.10 International Bureau of Legal Metrology (BIML)**

In the OIML's technical work, the BIML is responsible for

- a) calling for interest in new work projects,
- b) providing a contact person for each TC, SC and PG who will provide support where needed,
- c) setting up TC, SC and PG pages and TC/SC/PG work areas on the OIML website,
- d) establishing and maintaining a database of the P- and O-members (CIML Members, representatives and other contact persons) for all TCs, SCs and PGs (in association with the TC and SC secretariats and PG conveners) (see 5.11 and 5.12),
- e) periodically reminding CIML Members and Corresponding Member Representatives to keep up to date the contact details for all their country's participants in OIML technical work,
- f) monitoring the activities of TCs, SCs and PGs, and ensuring consistency between them,
- g) organising the voting and commenting on Committee Drafts (see 7.5),
- h) registering Committee Drafts approved by PGs as Draft publications,
- i) editing Draft publications and posting them on the OIML website,
- j) organising CIML preliminary ballots on Draft publications (see 7.6),
- k) registering Draft publications which have passed a CIML preliminary ballot as Final Draft publications,
- l) editing Final Draft publications and posting them on the OIML website,
- m) organising CIML votes on Final Draft publications,
- n) posting approved publications on the OIML website,
- o) forwarding the results of CIML votes to all CIML Members,
- p) establishing OIML liaisons,
- q) circulating reminders of TC, SC, PG and CIML voting deadlines,

- r) organising periodic reviews of publications (see 7.12),
- s) providing reminders of working procedures,
- t) providing information to any interested party, on request, which is relevant to the technical work of regional organisations (in association with TCs, SCs and PGs),
- u) helping TCs, SCs, PGs, the CIML President, and the CIML in dealing with internal or external conflicts and appeals,
- v) providing reports as required to the Presidential Council on progress and issues in the TCs, SCs and PGs,
- w) helping the CIML President and the Presidential Council with the preparation of reports to the CIML on all OIML technical work,
- x) organising training for TC and SC secretariats and PG conveners, and
- y) implementing CIML decisions.

### **5.11 Technical Committees (TCs) and Subcommittees (SCs)**

The responsibilities of a TC or SC include

- a) preparing the ToR and work program (see 6.6) for its PGs for approval by the CIML,
- b) electing its secretariat, after the initial allocation by the CIML (see 6.8.2),
- c) identifying resources necessary to progress with and complete its PGs' projects, consulting with the BIML as necessary,
- d) organising TC or SC meetings to discuss PG projects if required,
- e) organising surveys amongst the TC or SC members, e.g. in support of periodic reviews of publications, and
- f) providing interpretations of the issued OIML publications for which they are responsible in response to enquiries.

These responsibilities are mostly undertaken by the TC or SC secretary who is designated by the TC or SC secretariat (see 6.8.3).

*Note:* This publication has been written based on only one OIML Member State holding the secretariat of a TC or SC, with a single person appointed as the secretary of the TC or SC. However, it is possible for more than one OIML Member State to hold the secretariat for a TC or SC, i.e. a joint- or co-secretariat, or for the secretariat to designate more than person to be the secretary, i.e. a joint- or co-secretary. In this instance, the terms “Member State”, “country”, “secretariat” and “secretary” in this publication can be read as “Member States”, “countries”, “secretariats” and “secretaries” respectively.

### **5.12 Project Groups (PG) of a Technical Committee or Subcommittee**

PGs develop most OIML technical publications (Recommendations, Documents, Vocabularies and Guides). Countries and economies participating in a TC or SC will automatically participate in a PG under the respective TC or SC. Participation in a PG requires that the country be listed as a member of the respective TC or SC.

Each PG is responsible for a specific project, which normally results in the production of one new, revised or updated OIML publication. The new, revised or updated OIML publication is then submitted to the CIML for preliminary ballot according to 7.6 and approval according to 7.8 of these Directives.

Once a PG's project has been completed, and the respective publication has been approved by the CIML and published, the PG is disbanded according to 7.10. A PG may also be disbanded at other times according to 6.15.

The responsibilities of a PG include

- a) developing a publication, through Working Drafts (WDs), Committee Drafts (CDs), Draft publication (DR, DD or DV) and Final Draft publication (FDR, FDD or FDV), resulting in the publication of an OIML Recommendation (R), Document (D), Vocabulary (V) or Guide (G),
- b) confirming or electing its convener, after the initial allocation (see 6.8.2),
- c) collecting information on existing documentation (such as relevant national, regional or international standards or legislation, etc.),
- d) establishing PG liaisons and working with them to seek consistency,
- e) identifying resources necessary to progress with and complete its project, consulting with the BIML as necessary,
- f) organising PG meetings to discuss projects, WDs and CDs as required,
- g) organising PG consultations according to 6.11.3,
- h) sending successive CDs to the BIML, which then conducts the PG voting and commenting in accordance with 7.5,
- i) technical editing of the final CD (in English) before submission to the BIML for registration as a Draft publication (DR, DD or DV) and submission to the CIML for preliminary ballot (see 7.6),
- j) reviewing the CIML's comments on the Draft publication and editing the Draft as required, then sending it to the BIML for adoption as a Final Draft publication (FDR, FDD or FDV) and submission to the CIML for approval (see 7.8),
- k) keeping all interested parties up to date with their project's progress by maintaining the PG's web page, with the assistance of the BIML,
- l) reporting to the BIML and to the secretary of the responsible TC or SC on project progress when asked,
- m) reminding PG members of working procedures and deadlines, and
- n) supporting the BIML (by making use of the BIML online tools) in the maintenance of up to date lists of PG membership (CIML Members, representatives and other contact persons).

These responsibilities are mostly undertaken by the PG convener.

*Note:* This publication has been written based on only one OIML Member State holding the convenership of a PG, with a single person appointed as the PG convener. However, it is possible for more than one OIML Member State to hold the convenership of a PG, i.e. a joint- or co-convenership, or for one OIML Member State to designate more than person to be the PG convener, i.e. a joint- or co-convener. In this instance, the terms "Member State", "country" and "convener" in this publication can be read as "Member States", "countries" and "conveners" respectively.

## **6 Operation of Technical Committees (TCs), Subcommittees (SCs) and Project Groups (PGs)**

### **6.1 Establishing TCs and SCs**

6.1.1 TCs and SCs shall be established by the CIML as required by the technical needs of the Organisation.

6.1.2 The establishment of a new TC or SC, or the change of the scope of work of an existing TC or SC, may be approved by CIML for the following reasons:

- a) in response to a proposal for work in a new field of technical activity;
- b) when the workload of an existing TC or SC becomes excessive or too varied.

6.1.3 A CIML Member may send a proposal to establish a new TC or SC, or change the scope of an existing TC or SC, to the BIML, using the form given in Annex C.1. The proposal shall be accompanied by the ToR for the TC or SC. Alternatively, the BIML may make a proposal. The ToR shall contain a detailed rationale for the new TC or SC, or the amended scope of an existing TC or SC, and the proposal should include the following information:

- a) the OIML Member State that is proposing to hold the secretariat and the person who will be the secretary,
- b) a list of OIML Member States that intend to participate as P-members,
- c) why the OIML should work on this new field of technical activity;
- d) the reasons for regulating this field of technical activity (if applicable);
- e) a list of countries which already regulate instruments in this field or which intend to regulate them;
- f) other related OIML publications;
- g) other international standards (existing or under development) which should be taken into account in any OIML work in this field;
- h) other organisations with which liaisons should be established.

6.1.4 The BIML shall send details of the proposal and the ToR to all CIML Members for approval, with a three-month deadline using the voting, commenting and consultation rules of 6.9.2.3. The proposal to establish the TC or SC will be approved if a majority of all CIML Members vote in favour.

6.1.5 If the proposal is approved the BIML shall create the necessary web pages and online TC/SC work areas on the OIML website. TCs and SCs are numbered by the BIML in sequence, in the order in which they are established. If a TC or SC is disbanded (see 6.14), its number shall not be allocated to another TC or SC. TCs and SCs shall be named according to the proposal form in Annex C.1 (as amended, if necessary, by the CIML).

6.1.6 The BIML shall inform the appropriate CIML Member that their country has been allocated the TC or SC secretariat, for an initial period of three years.

6.1.7 The BIML shall ask all CIML Members, Corresponding Member Representatives and liaison organisations if they wish to participate in the new TC or SC as a P-member (Member States only) or as an O-member. Those wishing to participate shall appoint representative(s) (see 6.2.1b) and 6.2.1c)) using the facility on the OIML website. Three months shall be given to reply to this enquiry.

6.1.8 There shall be at least six OIML Member States from two different regions (e.g. Europe and Africa) that agree to participate in the TC or SC as P-members. If these criteria are not met then the secretary shall inform the BIML. The BIML shall raise the situation with the CIML President and the Presidential Council and a proposal on the establishment, or continued operation of the TC or SC will



be submitted to the CIML. The CIML will take a decision on the proposal, by a simple majority of all CIML Members.

6.1.9 The TC or SC secretary then becomes responsible for maintaining the TC's or SC's pages and online TC/SC work areas on the OIML website, with the assistance of the BIML.

## 6.2 Composition of TCs and SCs

6.2.1 A TC and SC shall comprise the following:

- a) **Secretariat**, which is an OIML Member State initially appointed by the CIML. The secretariat shall appoint a person as the secretary with day-to-day responsibility for the operation and functions of the TC or SC;
- b) **P-members** (Participating members), who are obliged to participate in the work of the TC or SC and to vote on all proposals developed by it. It is expected that they participate as a P-member in at least one of the PGs in that TC or SC. Only OIML Member States can be registered as P-members. The CIML Member of a country which is a P-member of a TC or SC shall designate a person as that country's representative (Main Contact) with voting rights and may designate other Contacts without voting rights. The obligations of P-members are detailed in 6.7.1;
- c) **O-members** (Observing members), who may participate fully in the technical work of the TC or SC, but without voting rights. O-members in a TC or SC may be OIML Member States or OIML Corresponding Members. The CIML Member or Corresponding Member Representative of a country or economy which is an O-member of a TC or SC shall designate a person as that country's representative (Main Contact) and may designate other Contacts;
- d) **Liaison Organisations**, which are International, Regional and National bodies who have a formal relationship with the OIML (see OIML B 12 [9]). They may participate fully in the technical work of the TC or SC, but without voting rights. The liaison officer shall designate a person as that organisation's representative (Main Contact) and may designate other Contacts; and
- e) a **BIML contact person**, designated by the BIML Director.

6.2.2 With the exception of a country holding the secretariat of the TC or SC, a CIML Member may change their country's membership status in a TC or SC at any time (subject to 6.1.8). The secretary shall monitor the membership of the TC or SC to ensure that the criteria in 6.1.8 are fulfilled.

6.2.3 Those countries and economies participating in a TC or SC are advised to establish a mirror committee at national level to ensure that their position adequately represents all national stakeholders.

## 6.3 Project proposal and approval

6.3.1 A CIML Member may send a detailed proposal for a project, and its Terms of Reference (ToR), to the BIML using the form given in Annex C.2. Alternatively, the BIML may make the proposal. The project proposer should consult with the secretariat of the respective TC or SC to determine if they wish to take on the convenership of the new PG. The project proposer should ensure that a detailed rationale is put forward (6.3.2) and the OIML Member State that intends to hold the convenership shall be identified, along with the name of the person who will act as the PG convener.

6.3.2 The detailed rationale should include:

- a) why there is a need for an OIML publication on the proposed subject, or why an existing publication needs to be revised or updated;
- b) the scope of the proposed new, revised or updated publication;

- c) the reasons for regulating this category of instrument if the proposal is for a new OIML Recommendation;
- d) the reasons for the revision or update if the proposal is for a revised or updated publication;
- e) a list of countries which already regulate this category of instrument or which intend to regulate it if the proposal is for a new, revised or updated OIML Recommendation; and
- f) a list of OIML Member States that intend to be P-members on the Project Group (see 6.3.4).

6.3.3 A review of references and liaisons should include:

- a) other OIML publications which should be referred to;
- b) other OIML work with which there should be a liaison;
- c) other international standards (existing and under development) which should be taken into account in this project, considering their publication date and relevance to the proposed project; and
- d) other organisations with which liaisons should be established.

6.3.4 There shall be at least six OIML Member States from two different regions that intend to be P-members on the PG. If this condition is not fulfilled the BIML shall discuss this with the project proposer in order to identify additional OIML Member States to participate as P-members. If the condition still cannot be fulfilled, the BIML shall raise the situation with the CIML President and the Presidential Council and a proposal on whether to proceed with the establishment of the PG will be submitted to the CIML. The CIML will take a decision on the proposal, by a simple majority of all CIML Members.

6.3.5 The BIML shall discuss the proposal and the ToR with the secretary of the TC or SC within whose scope the proposed project falls. The secretary of the TC or SC shall confirm whether the TC or SC is able to comply with the time frames indicated in 6.12.

6.3.6 The BIML shall send details of the proposal and the ToR to all CIML Members, asking whether they approve the project, and whether they approve the allocation of the project to the TC or SC concerned. Three months shall be given to reply to this enquiry. The voting, commenting and consultation rules of 6.9.2.3 shall be applied. The new project is approved by the CIML if a majority of all CIML Members votes in favour of the proposal.

6.3.7 The BIML shall inform the appropriate TC or SC secretary and the PG convener of the project's approval, and the BIML shall inform the PG convener and the appropriate CIML Member about the PG convener's responsibilities.

6.3.8 If there is no majority, the BIML shall ask the project proposer to amend the proposal to address the reasons for non-approval. The BIML shall perform an enquiry on the amended proposal and if there is still no majority the project proposal shall be abandoned.

## **6.4 Establishing a PG**

6.4.1 Once the CIML has approved a project the BIML shall set up the necessary web pages and online PG work area on the OIML website.

6.4.2 Projects shall be numbered by the BIML in sequence within each TC and SC, in the order in which they are established. When a project is completed, or is closed early, its number shall not be allocated to another project in that TC or SC.

#### 6.4.2.1 Projects under a TC

If the project is under a TC, its number shall be in the form “OIML TC  $w/p y$ ”

where  $w$  is the number of the TC, and

$y$  is the sequential project number.

#### 6.4.2.2 Projects under a SC

If the project is under a SC, its number shall be in the form “OIML TC  $w/SC x/p y$ ”

where  $w$  is the number of the TC,

$x$  is the number of the SC, and

$y$  is the sequential project number.

6.4.3 The PG shall be named with the title of the publication it is developing, as given on the project proposal form in Annex C.2 (as amended, if necessary by the CIML), including “Revision of ...” when an existing publication is being revised or “Update of ...” when an existing publication is being updated.

6.4.4 The members of the respective TC or SC that were included in the project proposal as prospective P-members shall be given P-member status in the PG. All other members of the respective TC or SC shall initially be given O-member status in the PG and their representative shall be the same as that recorded for the TC or SC.

6.4.5 The BIML shall send details of the project, including the name of the PG convener and the ToR of the project, to the CIML Members, Corresponding Member Representatives and Liaison officers of the respective TC or SC. Where their country is a P-member of the TC or SC, and they have not already been given P-member status (see 6.4.4), the CIML Members will be asked whether they wish to change their status to P-member for this particular PG. CIML Members, Corresponding Member Representatives and Liaison officers will be asked to designate the Main Contact(s) and Contact(s). Three months shall be given to reply to this enquiry.

6.4.6 An OIML Member State and an OIML Corresponding Member can only be a member of a PG if it is a member of the respective TC or SC. Once the CIML has approved a new project, it is the responsibility of each CIML Member and Corresponding Member Representative to ensure that their country or economy is, or becomes, a member of the respective TC or SC, if it wants to participate in the new PG.

6.4.7 Unless previously agreed by the CIML, there shall be at least six OIML Member States from two different regions who want their countries to be registered as P-members on this PG. If at any point during the work of the PG these criteria are not met then the convener shall inform the BIML. The BIML shall raise the situation with the CIML President and the Presidential Council and a proposal on the continued operation of the PG will be submitted to the CIML. The CIML will take a decision on the proposal, by a simple majority of all CIML Members.

6.4.8 The PG convener then becomes responsible for keeping the PG’s pages and online PG work area on the OIML website updated, with the assistance of the BIML.

### 6.5 Composition of a PG

6.5.1 A PG shall consist of:

- a) **PG convener**, who is a person from an OIML Member State initially appointed by the CIML, having day-to-day responsibility for the operation and functions of the PG;
- b) **P-members** (Participating members), who participate fully in the technical work of the PG, and have the right to vote on all the proposals and draft publications developed by it, and to respond to online PG work area consultations. P-members of the PG’s parent TC or SC may be P-members of its PGs unless they have indicated that they wish to participate in a particular

PG only as an O-member. Only OIML Member States can be P-members in a PG. The obligations of P-members are detailed in 6.7.1;

- c) **O-Members** (Observing members), who may participate fully in the technical work of the PG, but do not have the right to vote. All O-members of the parent TC or SC shall be O-members of its PGs, as well as those P-members of the parent TC or SC which have specifically chosen to be O-members. O-members in a PG may be OIML Member States or OIML Corresponding Members;
- d) **Liaison organisations**, which are International, Regional and National bodies who have a formal relationship with the OIML (see OIML B 12 [9]). They may participate fully in the technical work of the PG, but they do not have the right to vote. They shall be the liaisons of the parent TC or SC; and
- e) a **BIML contact person**, designated by the BIML Director.

6.5.2 A CIML Member may change their country's membership status in a PG at any time (subject to 6.4.7). The convener shall monitor the membership of the PG to ensure that the criteria in 6.4.7 are fulfilled.

6.5.3 Those countries participating in a PG are advised to establish a mirror committee at national level to ensure that their position adequately represents all national stakeholders.

## 6.6 Terms of reference for TCs, SCs and PGs

The work of a TC, SC or PG shall follow the approved ToR and work program established under 6.1.3 or 6.3.1, as appropriate.

## 6.7 Obligations of P-members

6.7.1 OIML Member States which decide to participate in the activities of a TC, SC or PG as a P-member are obliged to vote whenever asked to do so by the TC's or SC's secretary, the PG's convener, or by the BIML on behalf of the TC or SC secretary or PG convener. If their vote is not in favour of the secretary's or PG convener's proposal, they are obliged to give reasons for their position. They are also obliged to participate actively in online PG work area consultations.

6.7.2 A TC or SC secretary or a PG convener shall let the BIML know if a P-member does not

- a) vote in two successive votes, or respond to two successive online PG work area consultations organised by the secretariat, the PG convener or the BIML, or
- b) contribute to two consecutive TC, SC or PG meetings (by attendance or by correspondence, preferably electronically).

6.7.3 At the same time, the TC or SC secretary or PG convener shall try to resolve this problem directly with the Main Contact in the country which has not participated. If these attempts fail, the BIML shall contact the appropriate CIML Member to try to resolve the problem.

6.7.4 If these attempts do not resolve the problem, the BIML will then register the country in question as an O-member of the TC, SC or PG and let that country's CIML Member know that this has been done. The CIML Member can appeal against registration as an O-member according to the procedure in 9. The CIML Member may ask for their country to be re-instated as a P-member on that TC, SC or PG after being an O-member for twelve months and providing a statement explaining that the problems which led to their being listed as an O-member have been resolved.

## 6.8 TC and SC secretaries and PG conveners

6.8.1 The secretary of a TC or SC, or a PG convener, shall act in an international capacity as far as possible, and shall avoid reflecting purely national or personal points of view. In particular, they shall give equal attention to all proposals and suggestions made by members of the TC, SC or PG.

6.8.2 The secretariat of a TC or SC, or a PG convenership, shall initially be allocated for a three-year period to a country which is a P-member of that TC, SC or PG, as described in 6.2.1a) or 6.5.1a) as appropriate. The secretariat or PG convenership may be re-approved for further periods of three years. For each three-year period, the BIML shall use the online TC, SC, or PG work area, as appropriate, to organise a vote amongst the TC's, SC's, or PG's P-members on the re-approval of the secretariat or PG convenership. The results of this vote shall be published on the respective work area.

*Note:* Prior to conducting the vote, the BIML shall establish with the relevant CIML Member if their country wishes to retain the secretariat or convenership.

6.8.3 The country holding the secretariat of a TC or SC or a PG convenership shall identify the individual person (not just the organisation) who will be the secretary or the PG convener. The person should, wherever possible, participate in the next TC/SC secretariat and PG convener training course (organised by the BIML) which is available after they become the TC or SC secretary or PG convener. The OIML Member State holding the secretariat or PG convenership shall inform the BIML as quickly as possible if a different person will be the TC or SC secretary or PG convener. The BIML shall communicate any changes to the TC, SC or PG members as appropriate.

6.8.4 If an OIML Member State wishes to give up a secretariat or PG convenership, and another P-member is willing to take on the secretariat or PG convenership, the BIML shall use the online TC, SC, or PG work area, as appropriate, to organise a vote amongst the TC's, SC's or PG's P-members on the re-allocation of the secretariat or PG convenership. The secretariat or PG convenership will be re-allocated to the OIML Member State if two-thirds of the votes cast by P-members (abstentions and failures to reply do not count as votes cast) are in favour. The BIML shall inform the Presidential Council of the result of this vote. If no OIML Member State volunteers to take on the secretariat or PG convenership, the BIML shall organise an enquiry amongst the TC's, SC's or PG's P-members. If there is still no volunteer, or if a volunteer has not received the necessary support, the BIML shall refer the matter to the Presidential Council which will make a proposal to the CIML on the future of the secretariat or PG convenership.

6.8.5 If the P-members of a TC, SC or PG feel that adequate progress is not being made in the work, or that the TC's, SC's or PG's working procedures do not follow these Directives closely enough, they shall explain their concerns to the BIML. The BIML will attempt to resolve the problems, and if it cannot, and another OIML Member State is willing to take on the secretariat or PG convenership, the BIML shall organise a vote amongst the P-members of the TC, SC or PG on the re-allocation of the secretariat or PG convenership. The secretariat or PG convenership will be re-allocated to the OIML Member State if two-thirds of the votes cast by P-members (abstentions and failures to reply do not count as votes cast) are in favour. The BIML shall inform the Presidential Council of the result of this vote.

6.8.6 Although the BIML does not normally hold the secretariat or co-secretariat of a TC or SC or a PG convenership or co-convenership, this may be possible in certain cases, with the approval of the CIML.

## **6.9 Communication**

### **6.9.1 General**

6.9.1.1 A TC or SC secretary or PG convener shall keep all members of its TC, SC or PG informed of all developments within that TC, SC or PG. Such communication should, as far as possible, be electronic and secretaries and PG conveners shall make full use of the individual online TC/SC/PG work areas on the OIML website. In particular, copies of all communications and documents circulated to all members of the TC, SC or PG shall be made available on the online TC/SC/PG work areas so as to ensure transparency and to maintain an archive of the TC's, SC's or PG's work.

6.9.1.2 TC, SC or PG participants who may have problems with electronic communication and/or use of the OIML website shall inform the secretary or PG convener, so as not to become excluded from the work.

## **6.9.2 Use of the OIML website facilities**

### **6.9.2.1 General**

The BIML is responsible for setting up and maintaining the availability of the TC/SC/PG web pages and TC/SC/PG work areas on the OIML website and for ensuring that long-term archives are kept.

### **6.9.2.2 Official information**

The OIML website is the only location where the following information is made officially available:

- a) P- and O-member status of countries and economies on TCs/SCs/PGs,
- b) List of participants for each TC/SC/PG and their contact details,
- c) List of liaisons for each TC/SC/PG and their contact details,
- d) The BIML contact person for each TC/SC/PG, and
- e) Documentation relating to TCs/SCs/PGs,

### **6.9.2.3 Voting, commenting and TC/SC/PG consultation**

6.9.2.3.1 All online PG voting and commenting on CDs, CIML online voting and commenting on Draft and Final Draft publications shall be conducted using the facilities available on the OIML website. TC/SC/PG consultations, enquiries and commenting shall be conducted using the TC/SC/PG work areas.

*Note:* PG voting and commenting on CDs can also take place at a PG meeting, and CIML voting and commenting on Final Draft publications can also take place at a CIML meeting.

6.9.2.3.2 The PG convener, secretary or BIML shall provide a form for the purposes of submitting comments. The form shall be created using the template (see Annex C.3) provided on the OIML website.

*Note:* The PG convener or secretary shall download the current version of the template from the OIML website and populate the header with the relevant information. The layout/format of the template must not be amended as this will prevent the collation tool from functioning correctly.

6.9.2.3.3 The completed comments form shall be uploaded to the appropriate location on the OIML website or TC/SC/PG work area.

6.9.2.3.4 Votes, comments and TC/SC/PG consultation responses may be changed up to the deadline.

6.9.2.3.5 When a vote, comment or consultation response has been made or changed, it shall be immediately visible to other members (as appropriate). Members are encouraged to submit their initial votes and comments as early as possible, so that all members can see everyone else's votes and comments, and be able to consider whether to modify their vote or their comments because of the votes and comments made by others.

## **6.10 Meetings**

6.10.1 When necessary, meetings of a TC, SC or PG shall be organised by its secretary or PG convener to ensure that technical issues may be adequately discussed by all members. Meetings can be held as in-person meetings, online meetings or hybrid meetings.

6.10.2 PG conveners are strongly recommended to hold at least one meeting during the lifetime of a project.

6.10.3 The secretary or PG convener shall give the TC, SC or PG members at least four months' notice if an in-person meeting is to be held. If the meeting is to be held as an online meeting then the notice period is two months. A meeting may be held at shorter notice if no P-members object to this

proposal. The secretary or PG convener shall distribute a draft agenda with the meeting announcement. All documents relating to the meeting shall be made available on the appropriate online TC/SC/PG work area at least one month before the meeting. TC, SC or PG participants shall be informed that the documents are available.

6.10.4 Meetings of a TC, SC or PG may be attended by Main Contacts and contacts from P-members, O-members and liaisons of that specific TC, SC or PG. All those attending a meeting shall have the right to express their views during the meeting. Only Main contacts (or a designated proxy) from P-members of the TC, SC or PG which is meeting may vote on any decisions (see 6.11.1) which may need to be taken during the meeting.

## **6.11 Decisions of TCs, SCs and PGs**

### **6.11.1 Decisions taken during a TC, SC or PG meeting**

6.11.1.1 A proposal requires the support of at least half of the total number of the P-members of the TC, SC or PG to be accepted during a TC, SC or PG meeting.

6.11.1.2 In the exceptional case that a CD is finalised during a meeting, the CD requires the support of at least two-thirds of the total number of the P-members of the PG to be approved for forwarding to the BIML for registration as a Draft publication.

6.11.1.3 P-members who are not in favour of the secretary's or PG convener's proposal are obliged to give reasons for their position.

6.11.1.4 In exceptional cases, a P-member who is unable to be present at a TC, SC or PG meeting may give a proxy to either another person from their own country, or to another P-member's representative in that TC, SC or PG, under the following conditions:

- a) the P-member representative who is unable to be present informs their CIML Member, who officially asks the PG convener of the meeting to accept a proxy, by designating another representative; and
- b) the PG convener of that meeting agrees and accepts the reasons given, as well as the proposed other representative; and
- c) no P-member of a TC, SC or PG holds more than two votes in addition to their own.

6.11.1.5 All decisions taken during a TC, SC or PG meeting shall be fully documented and recorded on the appropriate TC/SC/PG work area.

### **6.11.2 Decisions taken outside a TC, SC or PG meeting**

6.11.2.1 Decisions shall be valid when two-thirds of the votes cast by the P-members of a TC, SC or PG are in favour. Abstentions and failures to reply are not considered as votes cast, however abstentions with comments are considered as responses in the context of 6.7 concerning P-members' obligations.

6.11.2.2 P-members who are not in favour of the secretary's or PG convener's proposal are obliged to give reasons for their position.

6.11.2.3 PG commenting and voting on CDs is organised by the BIML in accordance with 7.5.1.

### **6.11.3 Consultations outside a TC, SC or PG meeting**

6.11.3.1 The secretary of a TC or SC, or the PG convener may organise consultations amongst all members of the TC, SC or PG concerning individual issues of interest to the TC, SC or PG. These consultations shall be conducted using the online TC/SC/PG work areas. The secretary or PG convener may choose the period of time allowed for the consultation. This period shall be between two weeks and three months depending on the complexity of the issue, provided that no members of the TC, SC or PG object to a short period.

6.11.3.2 Responses to these consultations, including the expression of “no opinion” with comments, are considered as responses in the context of 6.7 concerning P-members’ obligations.

6.11.3.3 P-members who are not in favour of the secretary’s or PG convener’s proposal are obliged to give reasons for their position.

6.11.3.4 In order to ensure smooth communication and to achieve a sufficient number of responses, it is strongly recommended that the secretary or PG convener sends out reminders when appropriate.

## **6.12 Time frames for PGs**

Unless otherwise indicated in their ToR, PGs should try to keep to the following suggested time frame (Annex A.7):

- a) a PG convener should distribute the first WD or CD to all that PG’s members within six months of the proposal to establish the PG being approved;
- b) a PG convener should allow at least three months for the PG’s members to provide comments on each CD;
- c) a PG convener should distribute all comments received on a CD (but not necessarily the responses to those comments) within three months after the deadline for comments;
- d) the period between distributing successive CDs, together with comments received on the previous CD and the conveners’ response to these comments, should not exceed eight months; and
- e) a PG convener should send an approved CD to the BIML for registration as a Draft publication within three years of the proposal to establish the PG being approved.

## **6.13 Numbering of documents**

6.13.1 All documents issued by a TC or SC secretariat or by a PG convener shall bear a sequential number and shall be dated. Document numbers are generated automatically by the TC/SC/PG work area on the OIML website and are in the following form:

$TC_w-SC_x-P_y-SG_z-N_{iii}$

where  $w$  is the number of the TC,  
 $x$  is the number of the SC,  
 $y$  is the project number,  
 $z$  is the subgroup number, and  
 $iii$  is a sequential three-digit document number automatically generated by the TC/SC/PG work area.

*Note:* Only those parts of the above numbering scheme which are relevant are used. For example, the “SC $x$ –” part of the number is omitted if the document is being issued by the PG operating within a TC rather than within an SC.

6.13.2 If a document replaces an earlier one, this shall be made clear on the first page of the new document.

6.13.3 For details of how these requirements shall be presented in a document, see OIML B 6-2 [7].

## **6.14 Disbanding TCs and SCs**

### **6.14.1 General**

Although TCs and SCs are considered as a permanent part of the OIML’s technical infrastructure, it may sometimes be necessary for a TC or SC to be disbanded. In particular, the following situations may arise.



### **6.14.2 Withdrawal of a publication**

If a TC or SC decides to recommend the withdrawal of a publication for which it is responsible (see 7.12), its secretary shall inform the BIML. The BIML shall propose the withdrawal at the next CIML meeting. If the publication's withdrawal is confirmed by the CIML, the BIML shall record the publication as withdrawn on the OIML website.

### **6.14.3 SC is inactive or no longer relevant**

If an SC is not responsible for any publications, or takes a decision that its work is no longer necessary, its secretary shall inform the BIML. The BIML shall assign the status "inactive" to that SC, and discuss the situation with the Presidential Council. The SC may keep the "inactive" status, unless the Presidential Council makes a proposal to disband it and the CIML approves the proposal, in which case the BIML shall let the relevant TC and SC secretaries and PG convener(s) and all members of the SC and PGs know that the SC is disbanded. The BIML shall then remove the SC from the OIML website after archiving its information.

### **6.14.4 TC is inactive or no longer relevant**

If a TC is not responsible for any publications, SCs or PGs, or if a TC takes a decision that its work is no longer necessary, its secretary shall inform the BIML. The BIML shall assign the status "inactive" to that TC, and discuss the situation with the Presidential Council. The TC may keep the "inactive" status, unless the Presidential Council makes a proposal to disband it and the CIML approves the proposal, in which case the BIML shall let the relevant TC secretary, PG convener(s) and all members of the TC and PGs know that the TC is disbanded. The BIML shall then remove the TC from the OIML website after archiving its information.

### **6.14.5 Other situations**

According to 6.1.8, unless a different allocation has been agreed by the CIML, there shall be at least six P-members in a TC or SC, from at least two different regions. If this condition is no longer met, the BIML shall inform the TC or SC secretary, and then contact all CIML Members to explain the situation and to try to increase the number and/or geographical spread of the TC's or SC's membership. If this fails, the BIML shall take action according to 6.14.3 or 6.14.4.

## **6.15 Disbanding PGs**

PGs normally exist until the Final Draft publication has been approved by the CIML and the publication has been published by the BIML. However, it may sometimes be necessary for a PG to be disbanded at other times, for example if the condition described in 6.4.7 is no longer met, or if a PG is unable to obtain consensus on its project and therefore is unable to make progress (see 7.5.5), or if the time frames in 6.12 are significantly exceeded. In this case, the BIML shall discuss the situation with the Presidential Council who may then make a proposal to disband the PG to the CIML. If a majority of all CIML Members vote in favour of the proposal to disband the PG, the BIML shall inform the PG's convener, the secretary of its parent TC or SC, and all members of the PG that the PG is disbanded. The BIML shall then remove the PG from the OIML website after archiving its information.

## **7 Development of a publication**

### **7.1 General**

The development of an OIML publication by a PG shall follow the same general procedure, although in the case of Guides and Vocabularies, some procedures for their development may need to be adapted (see 1.3):

- a) Project proposal;
- b) Working Draft (WD);

- c) Committee Draft (CD);
- d) Draft publication (D);
- e) Final Draft (FD);
- f) Approval and sanction;
- g) Publication;
- h) Periodic review.

## **7.2 Project proposal**

The proposal for a new project (6.3.1) shall be submitted using the form in Annex C.2 and shall contain the elements in 7.2.1–7.2.2 below.

### **7.2.1 Detailed rationale**

- a) Why there is a need for an OIML publication on the proposed subject, or why an existing publication needs to be revised or updated.
- b) The scope of the proposed new, revised or updated publication.
- c) The reasons for regulating this category of instrument if the proposal is for a new OIML Recommendation.
- d) The reasons for the revision or update if the proposal is for a revised or updated publication.
- e) List of countries which already regulate this category of instrument or which intend to regulate it if the proposal is for a new, revised or updated OIML Recommendation.
- f) A list of OIML Member States that intend to be P-members on the Project Group.

### **7.2.2 Review of references and liaisons**

- a) Other OIML publications which should be referred to.
- b) Other OIML work with which there should be a liaison.
- c) Other international standards (existing and under development) which should be taken into account in this project, considering their publication date and relevance to the proposed project.
- d) Other organisations with which liaisons should be established.

## **7.3 OIML Recommendations**

An OIML Recommendation shall normally consist of the following Parts:

- a) Part 1 – Technical and metrological requirements
- b) Part 2 – Test procedures
- c) Part 3 – Test report format
- d) Part 4 – Type evaluation report format.
- e) Part 5 – Verification and inspection procedures

*Note:* Part 5 is an optional part to be developed if it is relevant to the measuring instrument category and it is specified in the ToR of a project for developing a new, or a revised or updated version of an existing Recommendation.

An OIML Recommendation relating to a category of measuring instrument that is not subject to type approval will not include a Part 3, Part 4 or Part 5.

When an OIML Recommendation is revised, the new edition shall contain a comparison table (as an informative Annex) in each Part as described in OIML B 6-2 *Directives for OIML technical work – Part 2: Guide to the drafting and presentation of OIML publications*. In the case of an entire reorganisation of an OIML Recommendation, it is possible to include a simplified comparison table.

#### **7.4 Working Draft (WD)**

7.4.1 Working Drafts may be used to develop initial proposals for a publication and may be developed by the PG convener alone, by a subgroup of the PG, or by the PG as a whole. They do not necessarily represent the final form of the publication and shall be made available to all members of the PG on the PG work area on the OIML website for comments but not for vote. Comments shall be submitted using the form provided by the PG convener.

7.4.2 WDs and comments on previous WDs shall be posted on the online PG work area on the OIML website.

#### **7.5 Committee Draft (CD)**

##### **7.5.1 General**

7.5.1.1 A publication shall not be distributed as a Committee Draft until it is considered by the PG convener to be complete and in its final structural form. For OIML Recommendations, this shall require that all of the relevant Parts (see 7.3) are included. For a revision of an OIML Recommendation, the comparison table shall be included. The PG convener shall send all CDs to the BIML, which shall publish them on the public pages of the OIML website.

7.5.1.2 The first CD shall not be submitted for vote, in order to allow the P-members of the PG to consider the comments from other PG members. The BIML shall post the CD on the OIML website together with any comments on previous WDs and shall ask all members of the PG for comments. The period allowed for comments shall be three months. Comments shall be submitted using the form provided by the PG convener. The commenting and consultation rules described in 6.9.2.3 shall be applied.

7.5.1.3 For second and subsequent CDs, the BIML shall post on the OIML website both marked-up and clean versions of the CD, together with the comments received on the previous CD and the responses from the PG convener and/or the PG. The BIML shall ask all members of the PG for comments, and ask the P-members for votes. The period allowed for comments and voting shall be three months. Comments shall be submitted using the form provided by the PG convener. The voting, commenting and consultation rules described in 6.9.2.3 and 6.11.2.1 shall be used. If the level of response (number of votes submitted) to a request to vote and comment is below the figure specified in 6.11.2.1 when the deadline has been reached, the PG convener shall inform the BIML which will try to resolve the situation. If these attempts fail, the BIML shall consult with the Presidential Council which may then make a proposal to the CIML on the action to be taken.

7.5.1.4 Although comments may be submitted with a favourable vote, if a P-member votes “Yes” they are stating that they accept a CD as it is, with no guarantee that any comments they may make at the time of the vote will be taken into account.

7.5.1.5 Abstentions with comments are considered as responses in the context of 6.7 concerning P-members’ obligations.

7.5.1.6 The CD is approved in accordance with the rules for decisions of TCs, SCs and PGs in 6.11. Taking account of the result of the vote, the PG convener shall undertake one of the four possible actions explained in 7.5.2–7.5.5. The PG convener shall inform the PG’s members of the action to be taken as soon as possible after the deadline for vote has passed.

## 7.5.2 CD approved by the PG

7.5.2.1 When the second or subsequent CD has been approved by the PG, the convener should proceed as quickly as possible to a CIML preliminary ballot.

7.5.2.2 Comments may be expected on CDs submitted for voting, and PG conveners shall follow the procedures in 7.5.2.3–7.5.2.6 as closely as possible when deciding how to deal with them.

7.5.2.3 If the comments received are only editorial, the PG convener, with the support of the BIML, shall develop a Draft publication by taking account of these comments. In order to speed up this work it is strongly recommended that the PG sets up an editing committee selected from amongst the PG's members to prepare this final version. This editing committee should include fluent English speakers. The Draft publication and collated comments, including the PG convener's responses to them shall be made available by the PG convener on the PG work area of the OIML website for "information only". Simultaneously, the PG convener shall forward the same items to the BIML to organise the CIML preliminary ballot on the Draft publication according to 7.6.1.

7.5.2.4 If non-editorial comments have been received, the PG convener shall deal with them, with guidance from the PG as necessary, classifying them into one of the situations detailed below.

- a) Non-editorial comments received which are considered to be outside the ToR of the PG, or which would be better taken into account during a future revision of the publication shall be rejected. However, a PG convener may recommend the immediate revision of the publication once it has been approved by the CIML.
- b) Non-editorial comments received which have previously been fully discussed and decided on by the PG shall generally not be reconsidered following a CD's approval by the PG.
- c) Non-editorial comments which will not significantly improve the CD shall not be implemented.
- d) Non-editorial comments which will significantly improve the CD, and which the PG convener considers can be easily and effectively implemented with a high probability of good consensus in the PG, shall be implemented according to the "minor change procedure" in 7.5.2.5.
- e) Non-editorial comments which will significantly improve the CD, but which the PG convener considers cannot be easily and effectively implemented with a high probability of good consensus in the PG, shall be implemented according to the "major change procedure" in 7.5.2.6.

The PG convener shall prepare a written response for each of the comments.

### 7.5.2.5 Minor change procedure

When, as mentioned in 7.5.2.4d), it is considered feasible to quickly implement a non-editorial change to a CD, the PG convener shall seek assistance and guidance from the PG, as required, during the steps below.

- a) The PG convener shall inform the PG once it has been decided that non-editorial changes will be implemented into the publication using the "minor change procedure", and why this decision was made.
- b) The PG convener shall prepare and send to the BIML the following items:
  - a collation of all the comments received on the approved CD, together with the PG convener's responses to these comments; and
  - an improved CD (titled x.1CD, where x is the number of the approved CD), clearly showing all changes made to the version approved by the PG.

The BIML shall post these documents on the OIML website, asking all members of the PG for comments, and asking P-members to vote. The period allowed for comments and voting shall be three weeks. Comments shall be submitted using the form provided by the PG convener.

- c) This improved CD is approved if two-thirds of the votes cast by the P-members of the PG are in favour (abstentions and failures to reply do not count as votes cast). If the improved CD is approved the relevant documents are sent to the BIML, and the procedures of 7.6 shall be followed. Only editorial comments can be implemented after approval of the improved CD.
- d) If this improved CD is not approved by the PG, the “minor change procedure” has failed, and a new CD shall be prepared according to 7.5.3, 7.5.4 or 7.5.5 as appropriate.

#### 7.5.2.6 Major change procedure

When, as mentioned in 7.5.2.4e), it is not considered feasible to quickly implement a non-editorial change to a CD without the need to prepare a new CD, the PG convener shall seek assistance and guidance from the PG to prepare a new CD according to the steps below.

- a) The PG convener may decide that a PG meeting is needed to resolve the non-editorial comments received on the previous CD. Following the procedure in 6.11.1, the PG may be able to resolve the non-editorial comments received on the previous CD, develop a new CD at a meeting, and approve that new CD at the meeting.
- b) If a new CD is approved at the PG meeting, the PG convener shall prepare and make available on the PG work area of the OIML website, for “information only”, the following items:
  - a collation of all the comments received on the approved CD, together with the PG convener’s responses to these comments; and
  - the new CD, clearly showing all changes made to the version approved by the PG.

Simultaneously, the PG convener shall forward these items to the BIML for registration as a Draft publication and CIML preliminary ballot according to 7.6.1.

- c) If the PG convener decides not to hold a PG meeting, or if a PG meeting is held but a new CD is not developed or is not approved by the PG at the meeting, then a new CD shall be prepared in accordance with 7.5.1.

#### 7.5.3 CD not approved, further development possible

The PG convener shall prepare a new CD, having considered and responded to each comment received and, if possible, resolved all existing differences before a new CD is prepared. The PG convener shall then send the new CD (marked and clean versions) and a collation of all the comments received, together with the PG convener’s responses to these comments, to the BIML. The BIML shall post these documents on the OIML website, asking all members of the PG for comments, and asking P-members to vote. This shall ideally be done no more than five months after the close of the voting and commenting period on the previous CD.

#### 7.5.4 CD not approved, meeting needed

If the comments received indicate a significant difference in the points of view of the members of the PG, these differences may be more effectively resolved by discussion at a meeting. In this case, the PG convener shall call a meeting as soon as possible, according to the procedure in 6.10.

#### 7.5.5 CD not approved, PG convener considers further progress not possible

The comments received may indicate a significant difference in the points of view of the members of the PG and the PG convener may consider that all possible steps have been taken to reconcile these differences, and that no greater consensus is likely to be achieved. In this case, the PG convener shall send the CD to the BIML explaining this situation and the reasons for it. The BIML shall consider what

action to take by consulting the President, supported by the Presidential Council according to OIML B 16 [8], and the CIML. It may be decided to

- a) propose the CD to the CIML as a Draft publication for CIML preliminary ballot as described in 7.6 even though it has not received the support of the PG,
- b) follow another course of action with the approval of the CIML, which includes the possibility to stop the project and disband the PG according to 6.15.

## **7.6 CIML preliminary ballot**

7.6.1 Having obtained the approval of the PG which developed the CD according to 7.5.2, the PG convener shall send the following documents to the BIML:

- a) a collation of all the comments received on the CD, together with the PG convener's responses to these comments; and
- b) a Draft publication, clearly showing all changes made to the CD approved by the PG.

The BIML shall review these documents, making editorial improvements to the Draft publication as required, and shall initiate a CIML preliminary ballot.

7.6.2 The BIML shall distribute the Draft publication to all CIML Members for vote and comment, with a three-month deadline. The BIML shall provide a form for submitting comments. The BIML shall also prepare and distribute a marked-up version of the edited text and an information document, which includes

- a) the results of voting on the last CD,
- b) PG members' comments on the last CD and the PG convener's responses to those comments, and
- c) any other information which the BIML thinks may be useful to CIML Members.

7.6.3 When appropriate, the BIML shall remind CIML Members of their obligation to vote on publications presented for CIML preliminary ballot.

7.6.4 CIML Members who vote against a Draft publication, or who abstain, shall provide their reasons for doing so.

7.6.5 The Draft publication is considered to have passed the CIML preliminary ballot stage if

- a) the majority of votes cast by CIML Members is in favour (abstentions and failures to reply do not count as votes cast), and
- b) there are no proposals or objections requiring substantial amendments of the text.

7.6.6 If the Draft publication has passed the CIML preliminary ballot, the BIML shall consult the PG convener to incorporate any comments received which are solely and clearly editorial. The BIML shall then send the results of the CIML preliminary ballot and the comments received to all CIML Members, and register the publication as a Final Draft publication as described in 7.7.

7.6.7 If the Draft publication has not passed the CIML preliminary ballot because the condition in 7.6.5a) has not been met, it shall be returned to the PG convener for reconsideration by the PG and for the possible development of a further Draft publication. From this it follows that there is the possibility for there to be a "second" ("third", etc.) Draft publication.

7.6.8 If the Draft publication has not passed the CIML preliminary ballot because the condition in 7.6.5b) has not been met, the BIML shall send all non-editorial comments received on the Draft publication to the PG convener, who shall deal with each of the comments according to the steps detailed in 7.6.8.1–7.6.8.6.

7.6.8.1 Non-editorial comments received which are considered to be outside the ToR of the PG shall be rejected.

7.6.8.2 Non-editorial comments received which have previously been fully discussed and decided on by the PG during the CD stage of the project shall generally not be reconsidered following a CIML preliminary ballot, especially where it is considered that their inclusion would not result in improved consensus.

7.6.8.3 Each of the remaining non-editorial comments shall then be considered by the PG convener, with guidance and assistance from the PG as necessary, to see whether they will significantly improve the Draft publication. The PG convener shall prepare a written response for each of the non-editorial comments.

7.6.8.4 If it is decided that none of the remaining non-editorial comments will significantly improve the Draft publication, the PG convener shall send the collated comments and responses to the BIML making a recommendation on how to proceed, which shall include

- a) the reasons for making such a recommendation, and
- b) a request to “override” the failure of the CIML preliminary ballot caused by 7.6.5b).

The BIML shall then consult with the CIML President, supported by the Presidential Council according to OIML B 16 [8], who may decide to submit the publication as a Final Draft to the CIML for approval, or may make an alternative proposal to the CIML.

7.6.8.5 If it is decided that any of the remaining non-editorial comments will significantly improve the Draft publication, and that it is critical to resolve them before the Draft publication is submitted for CIML approval, the Draft publication shall be returned to the PG convener for reconsideration and for the possible development of a further Draft publication (see 7.6.7).

7.6.8.6 If it is decided that even though the remaining non-editorial comments may significantly improve the publication, it is not critical to resolve them before the Draft publication is submitted for CIML approval, the PG convener shall send the collated comments and responses to the BIML making a recommendation on how to proceed, which shall include

- a) the reasons for making such a recommendation,
- b) a request to “override” the failure of the CIML preliminary ballot caused by 7.6.5b),
- c) a request that the publication be allowed to proceed without the inclusion of non-editorial comments even though they would significantly improve the publication, and
- d) a request that the publication be considered for immediate revision following its publication.

The BIML shall then consult with the CIML President, supported by the Presidential Council according to OIML B 16 [8], who may decide to submit the publication as a Final Draft to the CIML for approval, or may make an alternative proposal to the CIML.

## 7.7 Final Draft publication

7.7.1 Once the Draft publication has passed the CIML preliminary ballot, the BIML shall register the Draft publication (amended as necessary according to any comments received) as a Final Draft publication.

7.7.2 Its name depends upon which class of OIML publication it will become:

- a) a Final Draft Recommendation is called “FDR”;
- b) a Final Draft Document is called “FDD”;
- c) a Final Draft Vocabulary is called “FDV”.

7.7.3 Only editorial changes can be made to a publication once it is made available as a Final Draft.

7.7.4 The BIML shall prepare a marked-up version of the edited text and an “information document” to accompany the Final Draft which includes

- a) the results of the CIML preliminary ballot,
- b) CIML Members’ comments made during the CIML preliminary ballot and the PG convener’s responses to those comments, and
- c) any other information which the BIML thinks may be useful to CIML Members.

## **7.8 Approval and sanction**

### **7.8.1 Rules for the CIML approval of publications**

7.8.1.1 The rules described in 7.8.2 and 7.8.3 apply to the approval of Recommendations, Documents and Vocabularies. There are different rules for the approval of Guides (see 7.8.5) and publications of any kind which have not been developed by OIML bodies (see 7.8.6). The voting rules are set out in Article XVII of OIML B 1 [2] and are presented graphically in Annex A.6.

*Note 1:* In accordance with OIML B 1 [2], Article XVII, those CIML Members not able to be present at a CIML meeting are able to give a proxy to a colleague who is able to be present. However, no CIML Member may hold more than two votes in addition to their own. “A ‘colleague’ may be: either another CIML Member or someone designated by the absent CIML Member to represent him/her. In the latter case, the representative shall be from the same government or administration as the absent CIML Member and may not represent other CIML Members, i.e. may not receive proxies from other CIML Members” (see 46th CIML Resolution 2011/26).

*Note 2:* In accordance with OIML B 1 [2], Article XVII, abstentions, blank and null-votes shall not be considered as votes cast.

### **7.8.2 Approval of a publication at a CIML meeting**

7.8.2.1 The BIML shall distribute the Final Draft publication (both marked-up and clean versions) and the information document described in 7.7.4 to CIML Members at least three months before the CIML meeting. At the CIML meeting, a vote shall be taken and the publication will be approved if

- a) at least 75 % of CIML Members are present or represented for the vote,
- b) a vote is cast by at least 80 % of those CIML Members present or represented (abstentions, blank and null votes do not count as votes cast), and
- c) 80 % of votes cast are in favour.

[OIML B 1 [2], Article XVII].

*Note:* With the agreement of the CIML Members, a vote on a Final Draft publication may take place at a CIML meeting in a situation where the Final Draft publication was distributed less than three months before the CIML meeting.

7.8.2.2 Only editorial comments made by CIML Members at the CIML meeting may be considered at this stage.

7.8.2.3 If the Final Draft publication is approved, the BIML shall proceed as in 7.9.

7.8.2.4 If the Final Draft publication is not approved, the BIML shall discuss with the PG convener of the appropriate PG, the secretary of the respective TC or SC (if appropriate) and the CIML President to consider what action should be taken. It may be proposed to

- a) return the publication to the PG which developed it for reconsideration, or
- b) follow another course of action with the approval of the CIML.



7.8.2.5 The BIML shall send the proposal to the CIML which shall make the decision by a majority of votes cast, where abstentions and failures to reply are not considered as votes cast.

### **7.8.3 Approval of a publication between CIML meetings (“Direct online CIML approval”)**

7.8.3.1 The “Direct online CIML approval” method offers the advantage of accelerating the approval process. It can also be used when there is insufficient time to distribute a Final Draft publication to CIML Members prior to a CIML meeting, which could result in a further year’s delay.

7.8.3.2 Following the posting of the Final Draft publication (marked-up and clean versions as well as an “information document”) on the OIML website according to 7.7, the BIML shall invite all CIML Members to vote on the Final Draft publication. The voting procedure described in 6.9.2.3 shall be used. The period allowed for voting shall be three months. Only editorial comments made by CIML Members may be considered at this stage. Comments shall be submitted using the form provided by the BIML.

7.8.3.3 CIML Members who vote against a Final Draft, or who abstain, shall provide their reasons for doing so.

7.8.3.4 The Final Draft publication is approved if

- a) at least two-thirds of all CIML Members cast a vote (abstentions and failures to reply do not count as votes cast), and
- b) all the votes cast are in favour.

[OIML B 1 [2], Article XVII].

7.8.3.5 If the Final Draft publication is approved, the BIML shall proceed as in 7.9.

7.8.3.6 If the BIML has not received votes from two-thirds of all CIML Members, it shall remind CIML Members of their obligation to vote on publications presented for CIML approval.

7.8.3.7 If the Final Draft publication is not approved, the BIML shall discuss with the PG convener of the appropriate PG, and the secretary of the respective TC or SC (if appropriate), and the CIML President to consider what action should be taken. It may be proposed to

- a) put the Final Draft publication forward for approval at the next CIML meeting,
- b) return the publication to the PG which developed it for reconsideration, or
- c) follow another course of action with the approval of the CIML.

7.8.3.8 The BIML shall send the proposal to the CIML which shall make the decision by a majority of votes cast, where abstentions and failures to reply are not considered as votes cast.

### **7.8.4 Conference sanction**

7.8.4.1 The BIML shall prepare a report to each Conference on all those publications approved since the last Conference. This report shall be voted on by the Conference and approved if

- a) at least two-thirds of Member States are present for the vote,
- b) a vote is cast by at least 80 % of those Member States present (abstentions, blank and null votes do not count as votes cast), and
- c) 80 % of votes cast are in favour.

[OIML B 1 [2], Article VIII].

7.8.4.2 The BIML shall record those publications in the approved report as having been sanctioned by the Conference.

### **7.8.5 Approval of a Guide**

7.8.5.1 The BIML shall send the Final Draft Guide to the CIML President who decides whether the Guide is ready for publication. The CIML President may decide to consult with the CIML prior to publication of the Guide. If the CIML President decides that CIML approval is needed, the procedures in 7.8.2 or 7.8.3 shall be used.

7.8.5.2 Once a Guide is approved, the BIML shall proceed as in 7.9.

### **7.8.6 Publications developed in conjunction with other organisations**

Publications developed in conjunction with other organisations may be approved and published by the OIML. The approval procedure to be applied shall be decided on a case by case basis by the CIML President.

## **7.9 Publication**

Following approval of a Final Draft publication, the BIML shall rename the Final Draft publication with its appropriate name and publish it on the OIML website, together with the date on which it was uploaded.

## **7.10 Final actions**

7.10.1 Once the publication has been published, the BIML shall inform the PG convener. At this point, the PG is disbanded, since its work is completed. The BIML shall inform the PG convener, the secretary of its parent TC or SC, and all members of the PG that their work project is complete.

7.10.2 The secretary of the appropriate TC or SC shall then become responsible for any enquiries on the publication.

7.10.3 The BIML shall then remove the PG from the OIML website after archiving its information.

## **7.11 Amendments to publications**

### **7.11.1 General**

Amendments which do not require an update or revision of a publication are sometimes necessary after it has been published. A CIML Member may propose an amendment by sending a request to the BIML, or the BIML may propose an amendment directly. The action undertaken will depend on the kind of amendment (which may be either technical or editorial).

### **7.11.2 Mistakes and/or inconsistencies**

These types of editorial error shall be corrected by means of an amendment agreed between the BIML and the secretary of the appropriate TC or SC. The convener of the PG that developed the publication may also be consulted as required.

### **7.11.3 Updating references to other OIML publications or to international standards**

7.11.3.1 The BIML shall ask the secretary of the appropriate TC or SC to decide whether an amendment can be issued as in 7.11.2, or whether CIML approval is needed. If necessary, the secretary shall consult the members of its TC or SC to help in making this decision.

7.11.3.2 If the TC or SC secretary considers that CIML approval is needed, the BIML shall send the proposed amendment to all CIML Members for vote, with a deadline of one month. The voting procedure described in 6.9.2.3 shall be used. If two-thirds of all CIML Members cast a vote (abstentions and failures to reply do not count as votes cast), and all the votes cast are in favour, the amendment is approved. If any CIML Member objects to the one-month deadline, the BIML may extend it up to three months from the time the amendment was originally distributed to CIML Members.

#### 7.11.4 Other situations

7.11.4.1 If an amendment is proposed which makes any other technical alteration to a publication, the BIML shall ask the secretary of the appropriate TC or SC to consult its members on the issue, using the appropriate voting rules for TC or SC decisions in 6.11. The voting procedure described in 6.9.2.3 shall be used. If the decision is to be taken outside a meeting, one month shall be given for TC or SC members to reply. If any of the TC's or SC's P-members objects to the one-month deadline, the BIML may extend it up to three months from the time the amendment was originally distributed to the TC or SC.

7.11.4.2 If the TC or SC approves the proposed amendment, this will be treated as a Final Draft publication requiring CIML approval according to either 7.8.2 or 7.8.3, however with a reduced period of one month instead of three months. If any CIML Member objects to the one-month deadline, the BIML may extend it up to three months from the time the amendment was originally distributed to CIML Members. The voting procedure described in 6.9.2.3 shall be applied.

#### 7.11.5 Publication of an amendment

7.11.5.1 The BIML shall publish an amended publication on the OIML website, as well as the individual amendment. The BIML shall also advise all CIML Members of their publication.

7.11.5.2 There shall be no more than two separate amendments to any edition of a publication. Any further proposals for amendment of a particular edition of a publication shall result in an update or a revision being undertaken by beginning a new project.

#### 7.12 Periodic review

7.12.1 All OIML publications are subject to periodic review, with a periodic review period of five years. However, high priority publications shall be subject to a periodic review every two years. The priority for the periodic review of OIML publications is defined by the Presidential Council and the BIML, in consultation with the OIML-CS Management Committee, and approved by the CIML.

7.12.2 The BIML shall conduct a periodic review of a publication to decide if a publication should be either

- a) re-confirmed in its existing form,
- b) revised,
- c) updated, or
- d) withdrawn.

*Note 1:* A publication shall be revised when a major modification of the publication is considered necessary to address a significant technical change, e.g. inclusion of a new measurement technique, software requirements, technological innovation, etc.

*Note 2:* A publication shall be updated when a minor modification of the publication is considered necessary to address editorial or minor technical changes.

7.12.3 For publications that are of relevance to the OIML-CS, the OIML-CS Executive Secretary shall organise an enquiry amongst members of the OIML-CS Management Committee to develop a proposal for the periodic review, according to one of the options in 7.12.2. The appropriate TC or SC secretary shall be involved in the enquiry. For other publications, the BIML shall consult with the appropriate TC or SC secretary to develop a proposal for the periodic review, according to one of the options in 7.12.2. In both cases, the TC or SC secretary is strongly encouraged to consult with the TC or SC members.

7.12.4 When a proposal for the periodic review is developed according to 7.12.3, the reason(s) for the selection of one of the options in 7.12.2 shall be included in the proposal.

7.12.5 For publications that are of relevance to the OIML-CS, the OIML CS Executive Secretary shall submit the proposal to the Management Committee Members for voting in accordance with the voting

rules specified in OIML B 18 [10] with a two-month voting deadline. In this instance, the appropriate TC or SC secretary has a vote.

7.12.6 For publications that are not of relevance to the OIML-CS, the BIML shall submit the proposal to the appropriate TC or SC, with a three-month voting deadline. The proposal shall be accepted when two-thirds of the votes cast by the P-members of the TC or SC are in favour. Abstentions and failures to reply are not considered as votes cast.

7.12.7 If the proposal is not accepted, the BIML shall inform the OIML-CS Management Committee or the appropriate TC or SC secretary of the refusal. The BIML shall review the reasons for the refusal with the OIML-CS Management Committee or the appropriate TC or SC secretary, and an amended proposal shall be considered. If an amended proposal is developed, with an alternative option selected from 7.12.2 or additional information provided to support the original proposal, the relevant process in 7.12.5 or 7.12.6 shall be repeated. If an amended proposal is not developed, or if the OIML-CS Management Committee or appropriate TC or SC does not accept the amended proposal, the outcome of the periodic review shall be reported to the Presidential Council for consideration of an alternative course of action.

7.12.8 If a proposal is accepted, the BIML shall report on the outcome of the periodic review to the CIML. The CIML shall decide on whether to accept the result of the OIML-CS Management Committee or TC/SC vote. The voting, commenting and consultation rules of 6.9.2.3 shall be applied.

7.12.9 If the CIML approves the result of the periodic review, the following steps shall be taken, depending on whether the publication should be

- a) reconfirmed, in which case the BIML shall amend the cover page of the publication and references to it on the OIML website to indicate both the original date of publication and the latest date of reconfirmation, and notify all CIML Members accordingly, or
- b) revised, in which case the procedures in clause 6 shall be applied to develop a new edition of the publication, or
- c) updated, in which case the BIML shall update the publication, in conjunction with the appropriate TC or SC secretary, using the publication update process described in 7.13, or
- d) withdrawn, in which case the procedure in 6.14.2 shall be applied.

7.12.10 If the CIML does not approve the result of the periodic review, an alternative course of action shall be decided by the CIML.

### **7.13 Updates to publications**

7.13.1 Where the result of a periodic review is the update of a publication (7.12.9 c)), the following procedure shall be applied.

7.13.1.1 For publications of relevance to the OIML-CS, a Working Group under the responsibility of the OIML-CS Management Committee shall be established to develop an updated version of the publication in accordance with the working procedures of the OIML-CS Management Committee. It is important that the Working Group consults with the secretary of the appropriate TC or SC when developing the updated version of the publication. When the Management Committee has approved the updated version, it shall be registered as a Final Draft publication by the BIML and submitted to the CIML for approval in accordance with 7.7.

7.13.1.2 For other publications, the BIML shall establish a PG under the responsibility of the appropriate TC or SC to develop the update. The relevant procedures in clause 7 shall be applied, with the exception that the PG can vote on a 1CD, a CIML Preliminary Ballot is not required and the voting and commenting period at the 1CD and subsequent stages is two months.

## **8 Reporting on progress**

8.1 Secretaries of TCs and SCs and PG conveners are responsible for using their dedicated web pages to keep their members, the BIML and others up to date on the progress of the TC's, SC's or PG's work by

- a) posting drafts, comments received, replies to comments, conclusions of meetings, etc. on the TC's, SC's or PG's web page,
- b) giving a general explanation and review of the work's progress,
- c) explaining any difficulties which have arisen,
- d) asking TC, SC or PG members to keep them informed of changes to their representatives' details.

8.2 Once a year, the BIML shall request all of the PG conveners to provide updates on their respective projects using the form at Annex C.4. In addition, the BIML shall remind TC and SC secretaries (and PG conveners, where different) of their obligation to update the information on their web pages to ensure that the information available for review by the Presidential Council or CIML is as accurate as possible.

## **9 Appeals**

9.1 Any CIML Member who disagrees with any decision of a TC, SC, PG, the BIML or the CIML President may send a written appeal detailing their complaint to the BIML Director.

9.2 The BIML Director shall consult the CIML President, who shall attempt to resolve the dispute. If this attempt fails, the BIML Director shall, within six weeks of the date of the appeal, distribute it, together with a summary of actions undertaken so far and comments made so far, to all CIML Members.

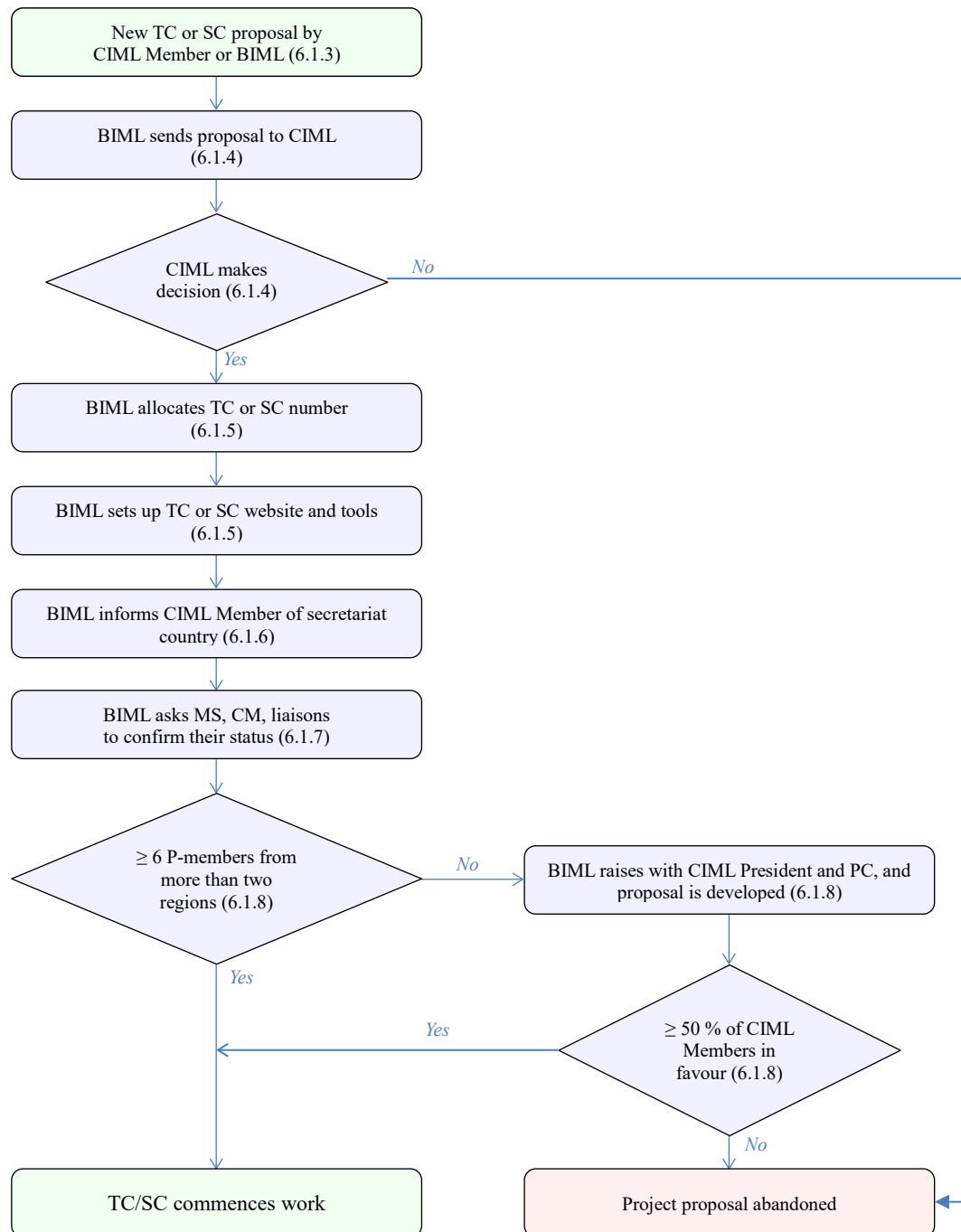
9.3 CIML Members shall be asked to vote on the appeal with a deadline of one month, and the appeal shall be upheld if it is supported by a two-thirds majority of votes cast by CIML Members (abstentions and failures to reply do not count as votes cast).

## **Annex A Procedure flowcharts**

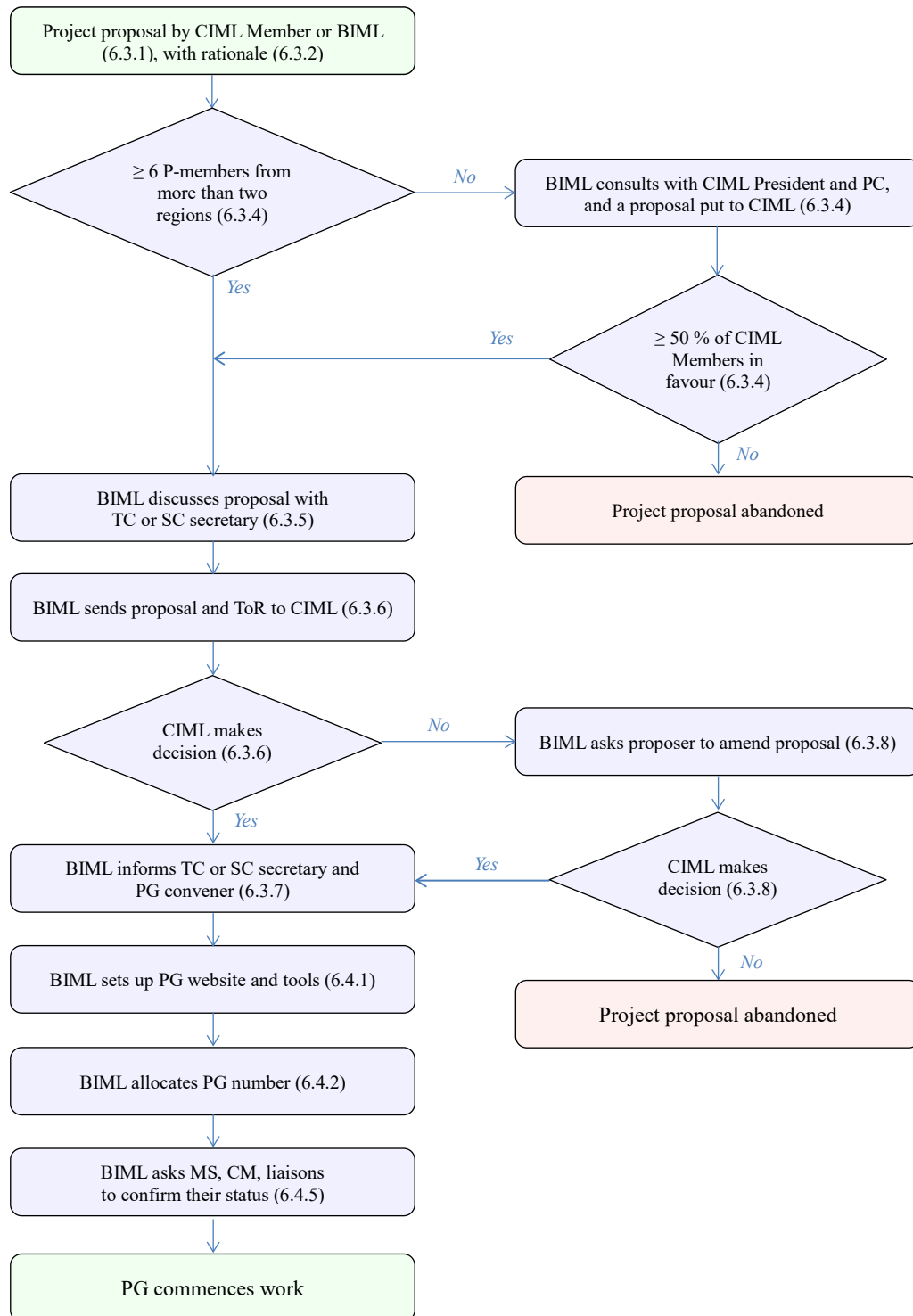
### **(Informative)**

Annex A.1	Establishment of a new TC or SC (6.1)
Annex A.2	Project proposal, approval and establishing the PG (6.3 and 6.4)
Annex A.3	Project development (7.4 and 7.5)
Annex A.4	CIML ballot of OIML publications (7.6)
Annex A.5	CIML approval of OIML publications (7.7 and 7.8)
Annex A.6	Summary of rules for the approval of OIML publications (7.8.1')
Annex A.7	Time frame for the development of a project (6.12)
Annex A.8	Periodic review procedure (7.12)

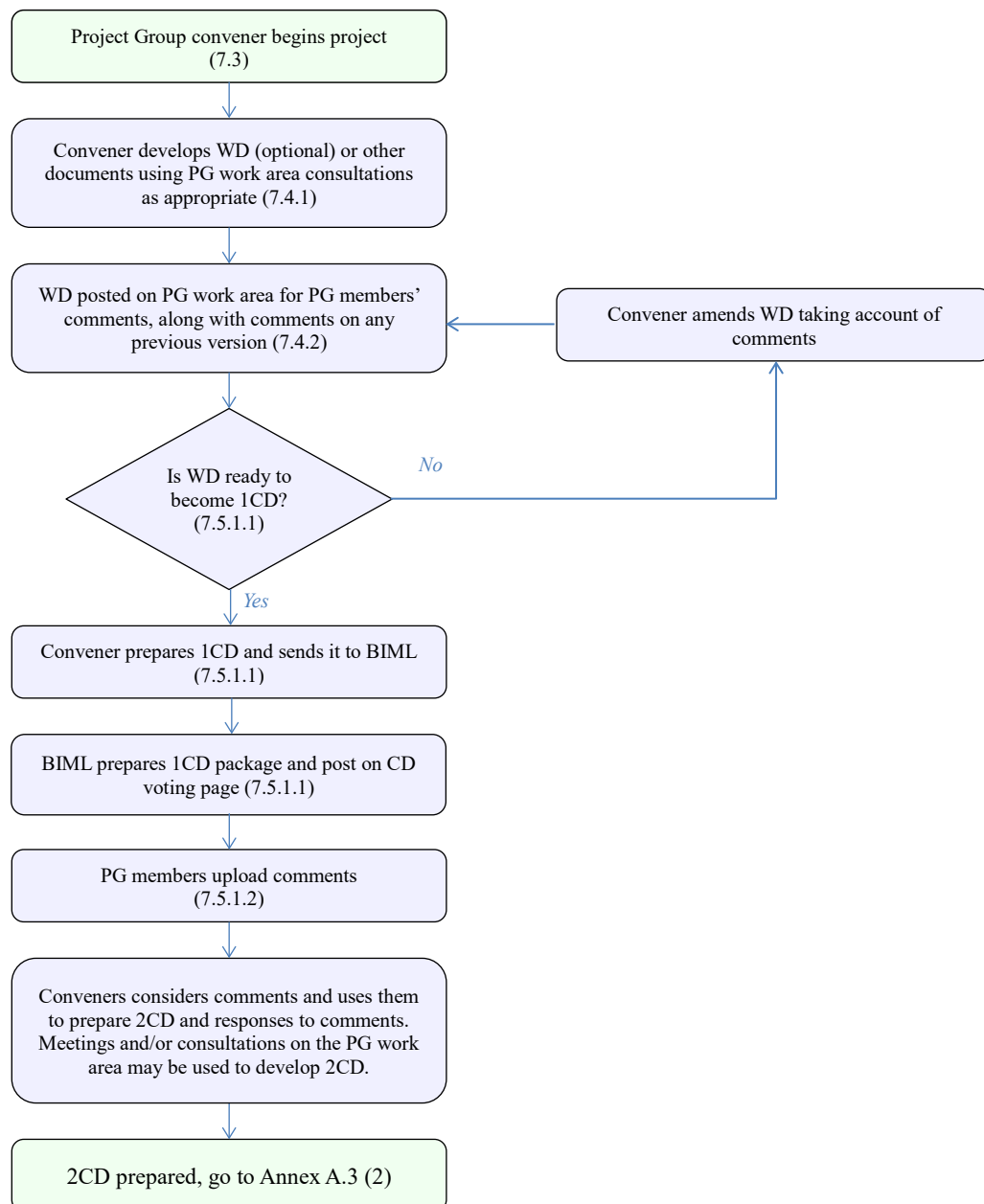
## Annex A.1 Establishment of a new TC or SC (6.1)



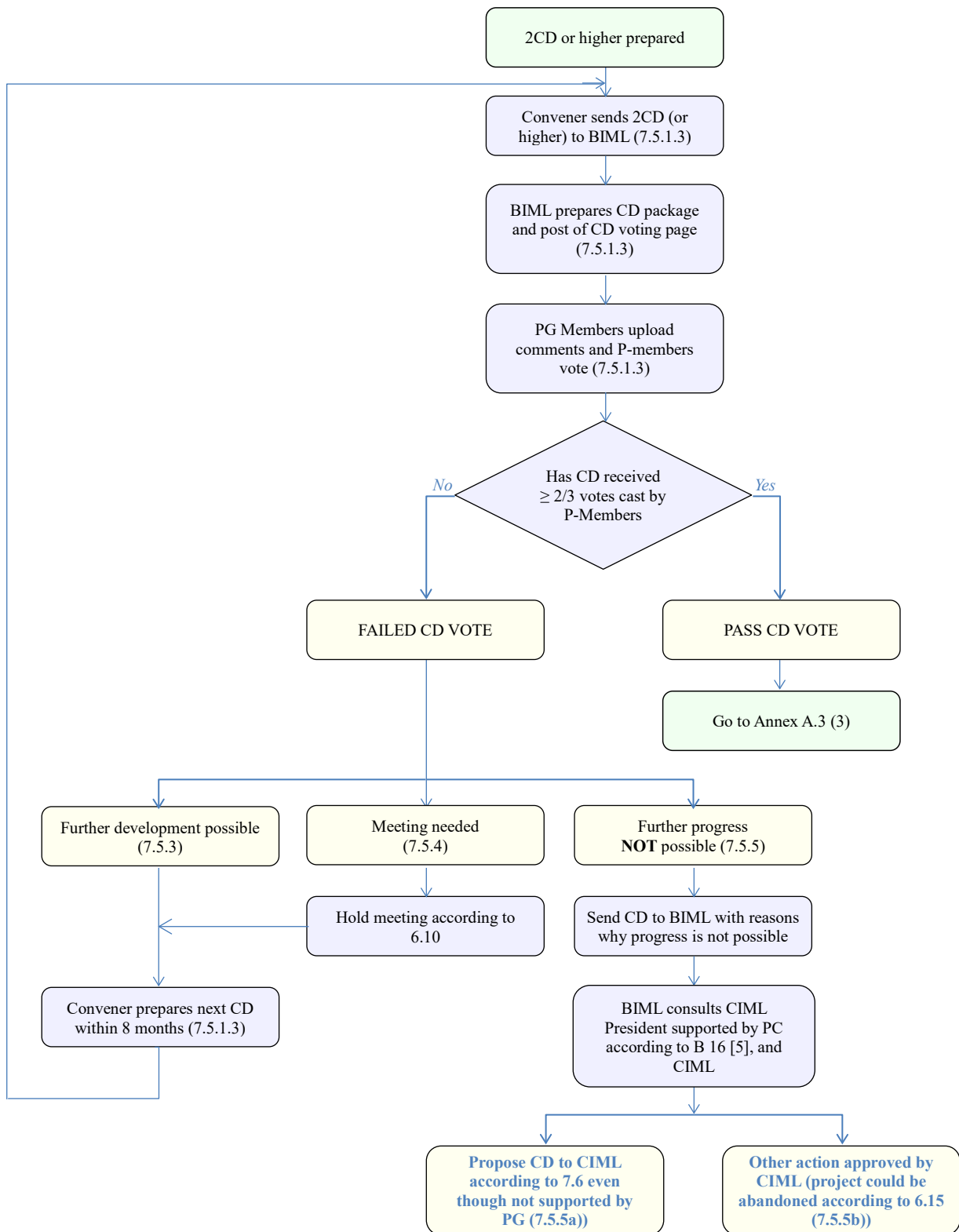
## Annex A.2 Project proposal, approval and establishing the PG (6.3 and 6.4)



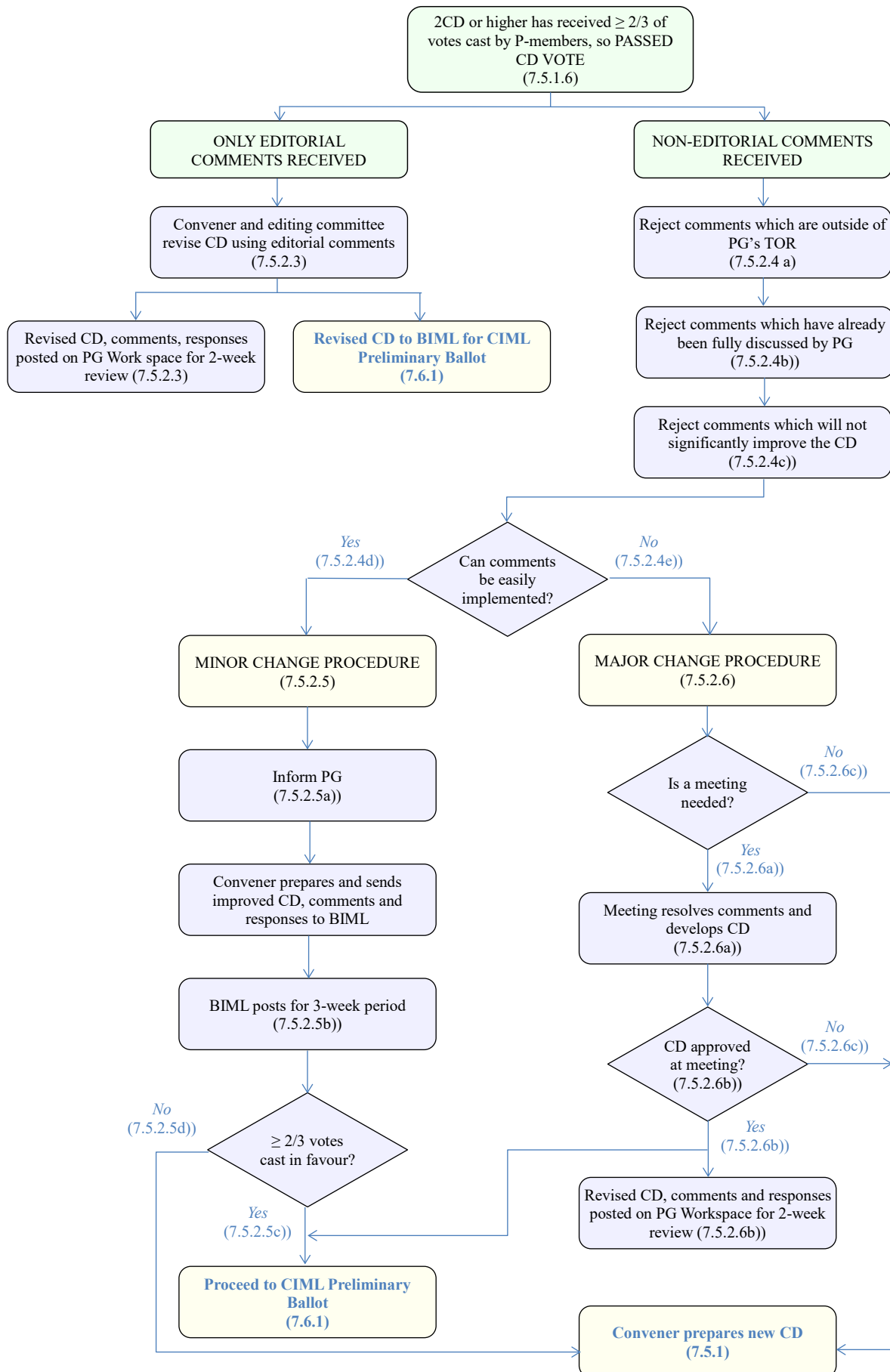


**Annex A.3 Project development (7.4 and 7.5) (1)**

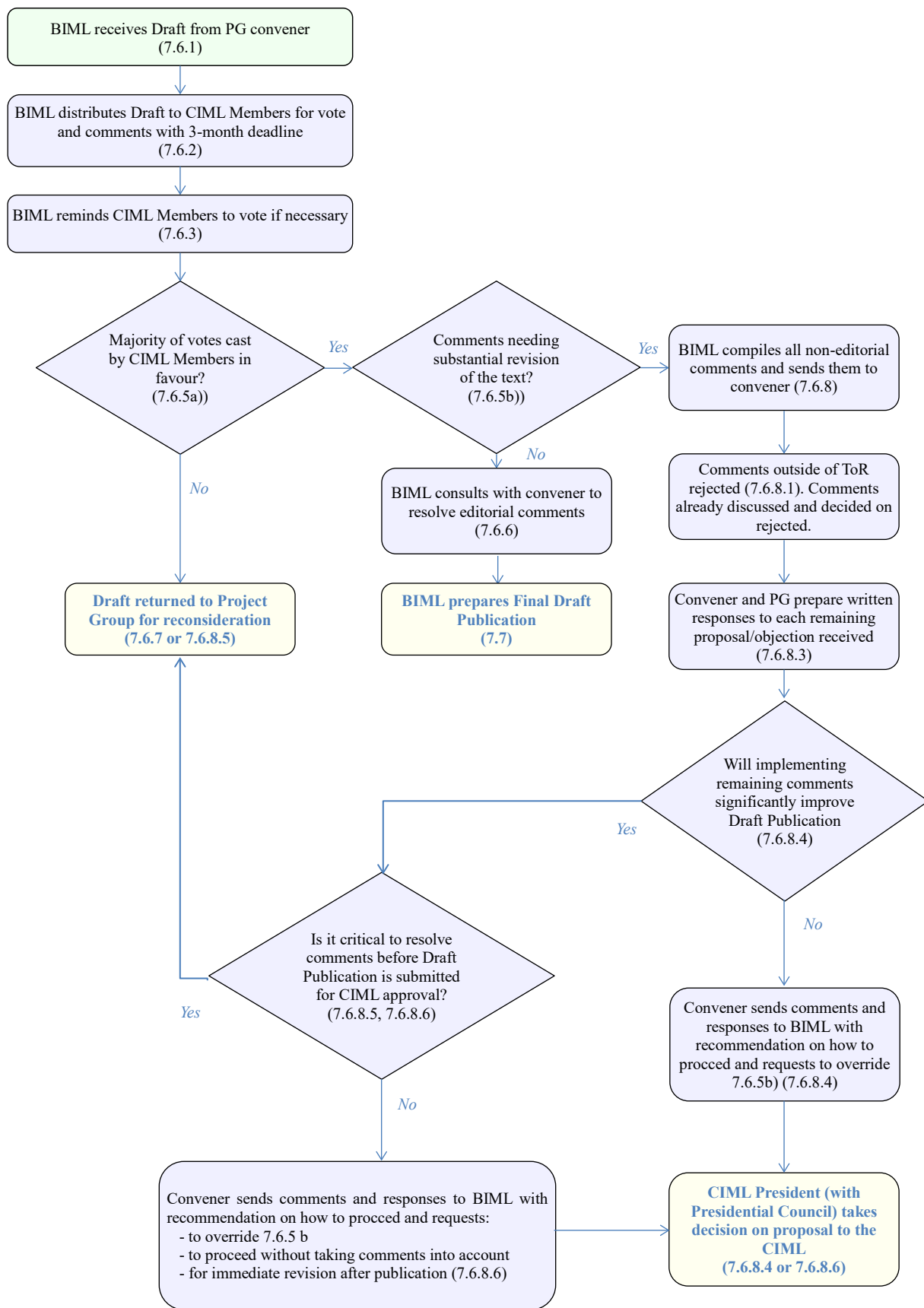
**Annex A.3 Project development (7.4 and 7.5) (2)**



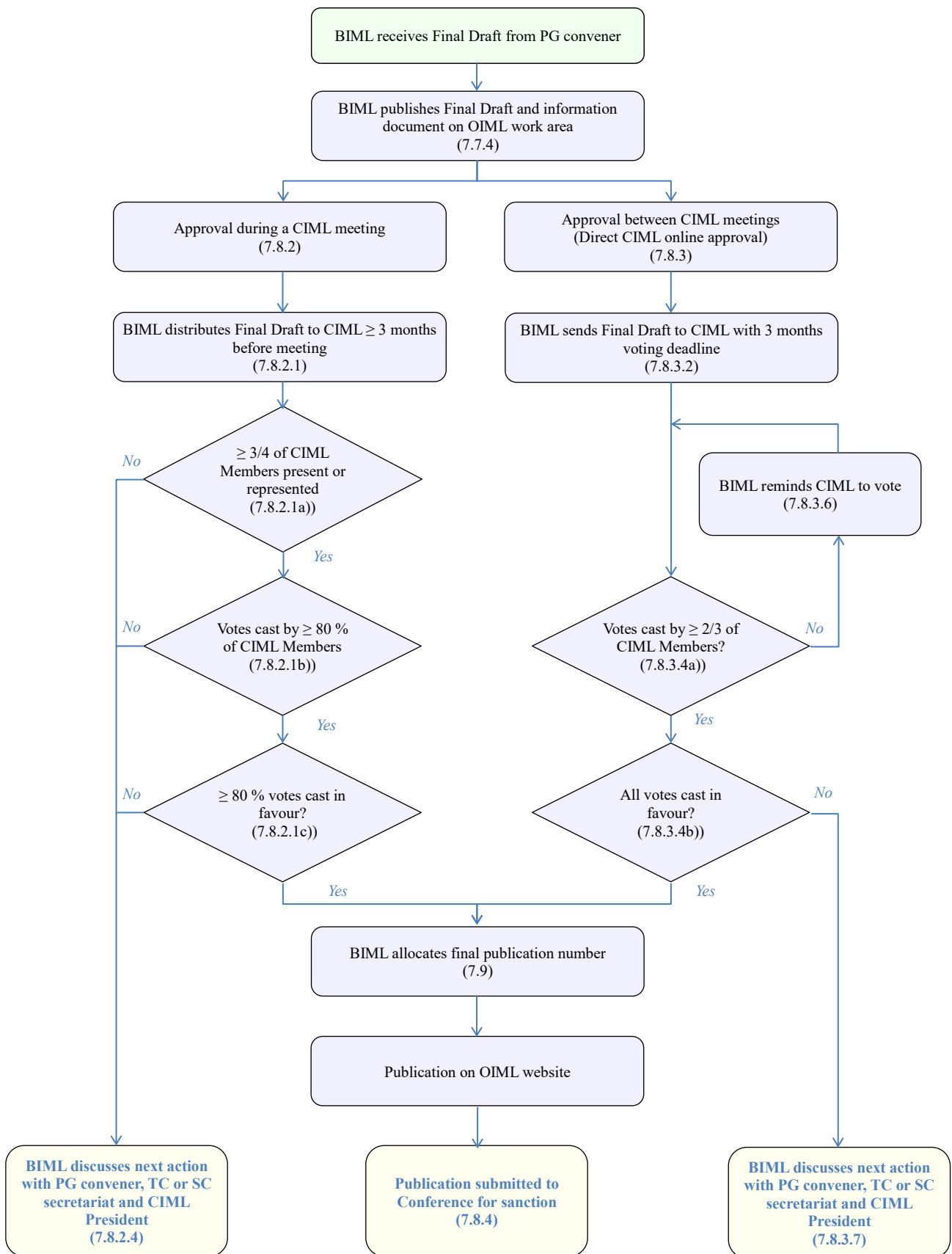
**Annex A.3 Project development (7.4 and 7.5) (3)**



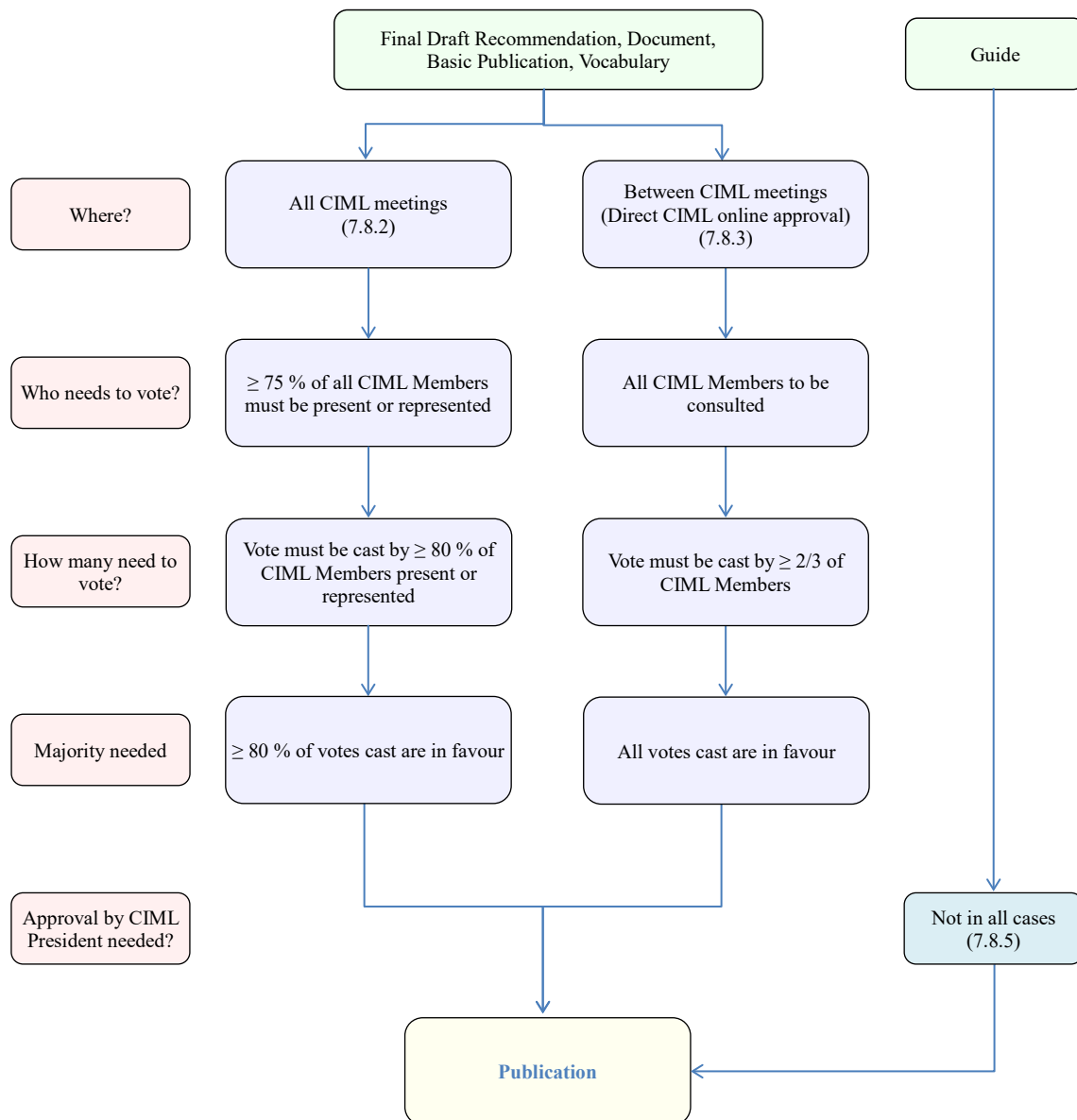
### Annex A.4 CIML ballot of OIML publications (7.6)



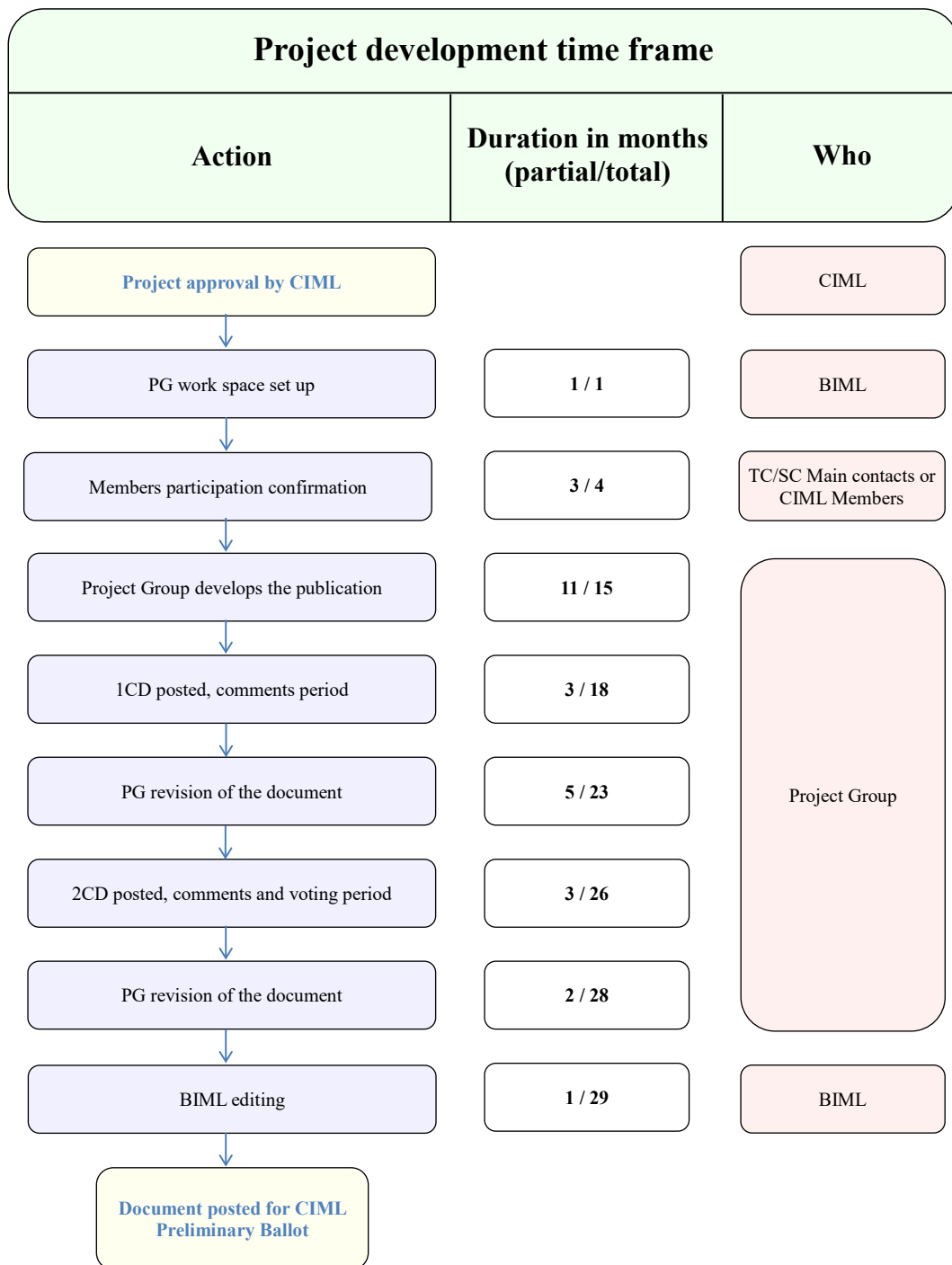
**Annex A.5 CIML approval of OIML publications (7.7 and 7.8)**



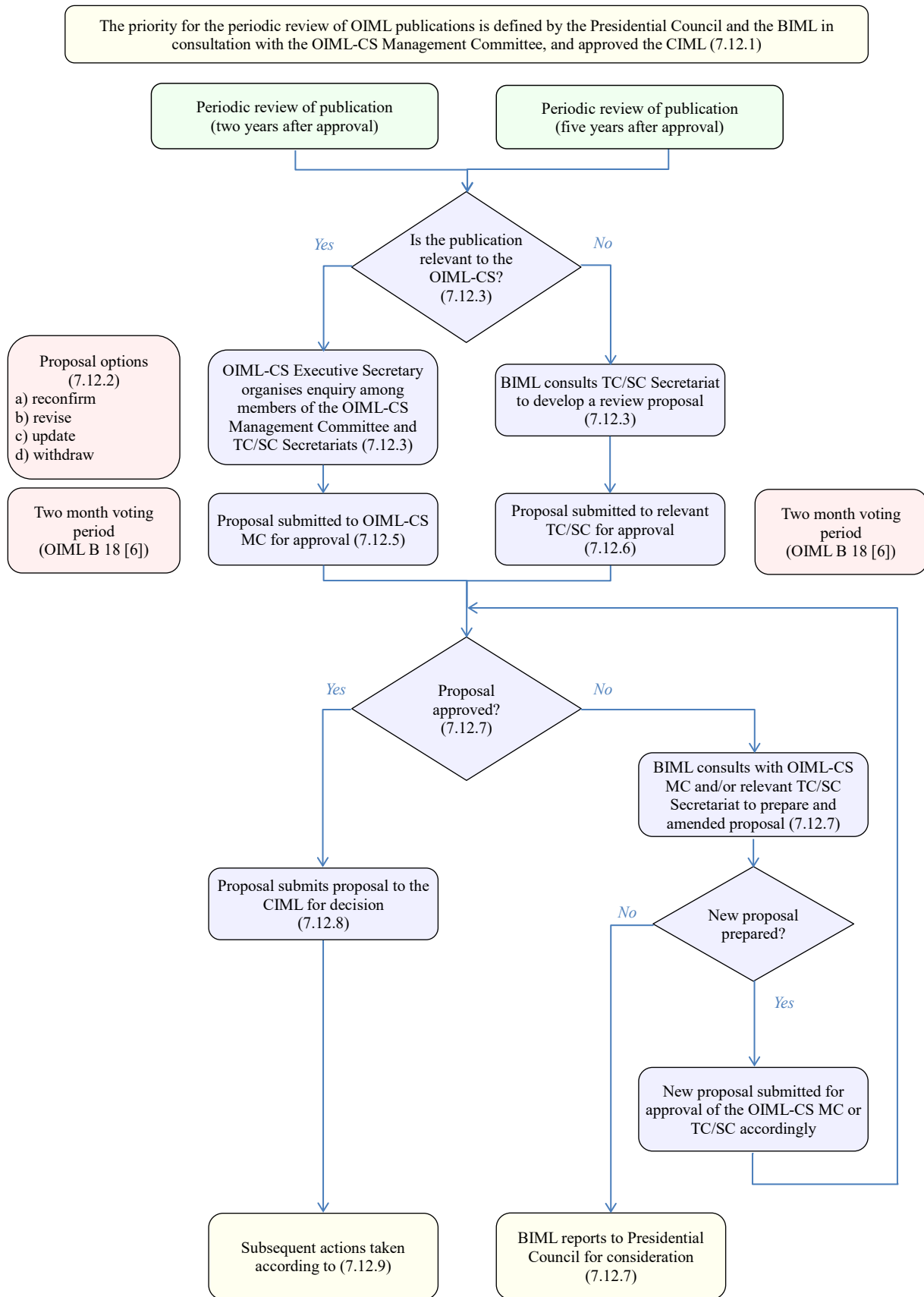
### Annex A.6 Summary of rules for the CIML approval of OIML publications (7.8.1)



**Annex A.7 Time frame for the development of a project (6.12)**



### Annex A.8 Periodic review procedure (7.12)





**Annex B**  
**Summary of voting rules at different levels**  
**of OIML technical work**  
**(Informative)**

Who?	Where?	On what?	Rule	Reference
TC, SC, PG	At meetings	Technical issue, decision, etc.	$\geq 50\%$ of total number of TC/SC/PG P-members	6.11.1.1
TC, SC, PG	By e-mail	Technical issue, decision, etc.	$\geq 2/3$ of votes cast by TC/SC/PG P-members (abstentions and failures to reply do not count as votes cast)	6.11.2.1
TC, SC, PG	At meetings	Approval of a CD to become a Draft Publication (DR, DD or DV)	$\geq 2/3$ of <u>total number</u> of TC/SC/PG P-members	6.11.1.2
TC, SC, PG	By e-mail	Approval of a CD to become a Draft Publication (DR, DD or DV)	$\geq 2/3$ of <u>votes cast</u> by TC/SC/PG P-members (abstentions and failures to reply do not count as votes cast)	6.11.2.1
CIML	Anywhere	Approval of a project (establishing a Project Group)	$\geq 50\%$ of all CIML Members	6.3.6 6.4.1
CIML	Anywhere	Establishing a TC or SC	$\geq 50\%$ of all CIML Members have voted in favour of the proposal; and Six CIML Members (from at least two different regions) agree to serve as P-members on the TC/SC; and One of these agrees to serve as the secretariat	6.1.4
CIML	By electronic ballot (OIML web page, e-mail)	Support for a Draft Publication (DR, DD or DV) to become a Final Draft Publication (FDR, FDD or FDV) (“CIML preliminary ballot”)	$\geq 50\%$ of votes cast by CIML Members in favour (abstentions and failures to reply do not count as votes cast); and There are no proposals or objections requiring substantial amendments to the text	7.6
CIML	At CIML meeting	Approval of a Final Draft Publication (FDR, FDD or FDV)	$\geq 3/4$ of CIML present or represented; and Vote cast by $\geq 80\%$ of CIML members present or represented (abstentions, blank and null votes do not count as votes cast); and $\geq 80\%$ of votes cast in favour	7.8.2


Who?	Where?	On what?	Rule	Reference
CIML	By electronic ballot (OIML web page, e-mail)	Approval of a Final Draft Publication (FDR, FDD or FDV) between CIML Meetings (“Direct CIML online approval”)	Vote cast by $\geq 2/3$ of CIML Members (abstentions and failures to reply do not count as votes cast); and 100 % of votes cast in favour	7.8.3
Conference	OIML Conference	Sanctioning of Publications approved by the CIML	$\geq 2/3$ of Member States present Vote cast by $\geq 80$ % of Member States $\geq 80$ % of votes cast in favour (abstentions and failures to reply do not count as votes cast)	7.8.4

## **Annex C Model forms**

### **(mandatory)**


- Annex C.1 Proposal for a new Technical Committee or Subcommittee (6.1)
- Annex C.2 Proposal for a new project (6.3)
- Annex C.3 Comments template (6.9.2.3)
- Annex C.4 PG convener annual report template (8.2)

### Annex C.1 Proposal for a new Technical Committee or Subcommittee

	Proposal for a new Technical Committee or Subcommittee	
	Date:	
Proposer(s):		
Title of proposed Technical Committee or Subcommittee:		
Proposed secretariat(s):		
Member States that intend to participate as P-members:		
Terms of reference of work of the proposed new Technical Committee or Subcommittee (including proposed projects):		
Justification for proposal:		
Description of similar work underway in external organisations:		
List of proposed liaisons:		

*Note:* This form may be subject to periodic editorial amendments by the BIML. Therefore, the latest version, which can be downloaded from the OIML website at <https://www.oiml.org/en/myaccess/technical-work/templates>, shall be used.

## Annex C.2      Proposal for a new project

	Proposal for a new project			
	Within:	TC		SC
	Date:			
Proposer(s):				
Proposed PG convener(s):				
Type of proposed publication: <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Update				
<input type="checkbox"/> Recommendation <input type="checkbox"/> Document <input type="checkbox"/> Vocabulary <input type="checkbox"/> Guide				
Title of proposed publication:				
Terms of reference of the project, including detailed time frame (approximate dates by which e.g. 1WD, 1CD, FD and project completion are expected – see also explanation in 7.2):				
Why should the OIML develop this publication?				
Countries known to regulate or to be intending to regulate this subject, if applicable:				
Relevant associated OIML publications:				
List of appropriate liaisons and their work related to this proposed project (include supporting documentation as necessary and reference it here):				

*Note:* This form may be subject to periodic editorial amendments by the BIML. Therefore, the latest version, which can be downloaded from the OIML website at <https://www.oiml.org/en/myaccess/technical-work/templates>, shall be used.



## Annex C.4 PG convener annual report template

Project update – **Month YYYY**

PG number and title:	[Insert PG number and title of project/publication]	
Convener(s):	[Insert country(ies)]	[Insert name(s)]
Current status of project (WD, 1CD, 2CD, DR, etc.):		
Progress announced for <b>YYYY-I</b> :		
Current status shown on OIML web site:		
Progress achieved in <b>YYYY-I</b> :		
Plans for activities in <b>YYYY</b> :		
Planned status of project at the end of <b>YYYY</b> :		
Meetings planned in <b>YYYY</b> and other information on progress or activities:		

*Note:* This form may be subject to periodic editorial amendments by the BIML. Therefore, the latest version, which can be downloaded from the OIML website at <https://www.oiml.org/en/myaccess/technical-work/templates>, shall be used.

**Annex D**  
**CIML Resolution relating to Basic Publications**  
**(Informative)**

CIML Resolution no. 2017/17

The Committee,

Noting the discussions of the Project Group on the revision of OIML B 6:2013 Directives for OIML technical work and the recommendations of the convener of the Project Group,

Noting the comments made by its Members on the note prepared by the convener of the Project Group,

Confirms that the rules set out in OIML B 6 shall only apply to the development, revision or amendment of OIML Basic Publications if the CIML so decides for a particular Basic Publication,

Requests that any future proposals for the development, revision or amendment of OIML Basic Publications should take the form of a project proposal submitted to the Committee for approval,

Requests that such proposals set out clearly

- the proposed convenership,
- the arrangements for appointing members of a Project Group to supervise the development,
- the timetable to be followed by the project, which should allow for timely consultation by the project convener with the entire project group on all substantive matters, and should include the various stages of decision-making by the Project Group and by the CIML, and
- the voting and administrative arrangements, which should follow the provisions of B 6-1 as closely as possible.



---

**Annex E**  
**Bibliography**  
**(Informative)**

- [1] OIML V 2-200:2012 *International vocabulary of metrology – basic and general concepts and associated terms (VIM)*
- [2] OIML B 1:1968 *OIML Convention*
- [3] OIML D 1:2020 *National metrology systems – Developing the institutional and legislative framework*
- [4] OIML D 30:2020 *Guide for the application of ISO/IEC 17025 to the assessment of Testing Laboratories involved in legal metrology*
- [5] OIML D 11:2013 *General requirements for measuring instruments – Environmental conditions*
- [6] OIML D 24:1996 *Total radiation pyrometers*
- [7] OIML B 6-2:2023 *Directive for OIML technical work - Part 2: Guide to the drafting and presentation of OIML publications*
- [8] OIML B 16:2011 *Terms of reference for the Presidential Council*
- [9] OIML B 12:2022 *Policy paper on liaisons between the OIML and other bodies*
- [10] OIML B 18:2022 *Framework for the OIML Certification System (OIML-CS)*